



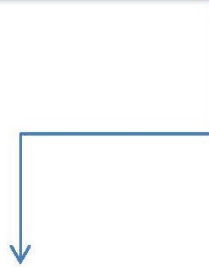
Step 1: Business Plan

Once you have an idea for your business. You will need to create a business plan to show investors to raise capital to fund your business.

Investors can be friends, family, private investment groups or banks.

In your business plan you will want to include the type of business you plan to operate and if you will have shareholders (ex. Partnership, limited company, incorporated). It would be beneficial to speak with your accountant and lawyer to determine which type of business works best with your idea based on liabilities and operations. While creating a business plan you will want to research locations and ensure your business fits within local planning bylaws. If you have any questions you are welcome to contact the Town of Stettler Planning and Development department.

Once you have your capital in place, proceed to Stettler Registries to register your business name with the province of Alberta (hint: it is best to take a few choices of names with you).



Step 2: Zoning

You will need to work with the Town of Stettler Planning & Development department to determine if the district you plan to locate your business is zoned appropriately. If rezoning of the property is required, consultation with both the Town of Stettler Planning & Development and Operations departments is required.

Cost: Amend Land Use Bylaw = \$100 + ad costs + \$35 admin fee

Time Guideline: 2 to 3 Months





Step 3: Development

You will contact the Town of Stettler Planning and Development Department to apply for a development permit which may require the following information: floor plan, elevation drawings (including exterior finishing materials) and proof of ownership or authority.

Depending on the type of development you may be required to enter into a development agreement with the Town of Stettler. This agreement will outline the design, landscaping and security.

Developments requiring a permit include all new buildings, accessory buildings, relocations, additions, renovations, signs, change of building use, and home occupations. Under the current Town of Stettler Land Use Bylaw 2060-15 all developments that are considered a permitted use require approval from the Town of Stettler Development Authority. Development that is considered a discretionary use requires approval from the Town of Stettler Municipal Planning Commission (MPC).

Development Permit Fees:

Residential Development Permits	\$75	Industrial Development Permit	\$125
Multi Family Development Permits	\$75 (+\$25/ unit)	Institutional Development Permit	\$125
Commercial Development Permit	\$125	Municipal Planning Commission	\$50

Time Guideline: 2 to 3 Weeks

Max. 40 days

Approved development permit applications are advertised as required by the Municipal Government Act (MGA) and are subject to a 14 day appeal period. Following the 14 day appeal period a Building Permit must be obtained if construction is involved.



Step 4: Building Permit

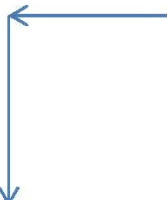
3 sets of building plans are required to purchase a building permit. For further information on Building Code standards, and what types of development require building permits contact the Town of Stettler Planning and Development Department.

All other construction permits (electrical, gas and plumbing) must be obtained from the Town of Stettler or directly from IJD Inspections Ltd. www.ijd.ca

Cost:

\$5.00 for every \$1000 of construction costs + 4% safety codes levy.

Time Guidelines: 2 to 3 Weeks



Step 5: Register Your Business

Visit Stettler Registries to register your business with the province. You will need to know the structure of business you plan to operate under. Stettler Registries is able to provide:

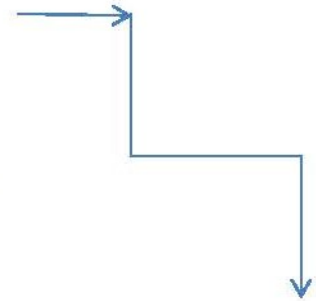
Trade name registration	Filing of Annual Return
Partnership Registrations address	Change of directors, shareholders, or
Alberta Incorporations	Revivals/ Reinstatements of Corporations
Nuans reports	

Cost:

Dependent on what services are rendered.

Time Guideline:

Up to 2 weeks



Step 6: Purchase a Business License

If your business requires an occupancy permit, a health inspection permit, or AMVIC license these must be presented at the time of purchasing a business license.

- You are automatically a member of the Stettler Regional Board of Trade & Community Development with the purchase of your business license.

Contact:

Town of Stettler- 403-742-8305

Fire Department- 403-742-8305

Mel Cherlenko, Stettler Health Inspector- 403-742-3326

Alberta Moto Vehicle Industry Council- 1-877-979-8100

Cost:

Local Annual Rate \$150

Time Guideline:

Day of purchase