



Motor Vehicle Repair and Service Business Licence Information Form

Before you apply:

- Visit [Calgary.ca/mybusiness](https://calgary.ca/mybusiness) to find out more information about starting a business and business 101

Licence Category Definition:

Excerpt from Business Licence Bylaw 32M98, Section 46:

Motor Vehicle Repair and Service means the business of servicing and repairing motor vehicles including alignment shops, muffler shops, transmission repair shops, brake shops, rust-proofing shops, and car washes, and the retail sale of incidental products, but excluding Fuel Sales/Storage and Auto Body Shop.

Common business activities under this licence category may include:

- Car wash, auto repair shop, brake shop

Licence Approvals:

Fees	Land Use	Fire	Provincial
✓	✓	✓	✓

Note: Fire Inspection is not required for home based businesses

How to Apply:

- Apply online at <https://apply.calgary.ca> using a **personal** myID account.
- Visit our Planning Services Centre, located: 3rd Floor, 800 MacLeod Trail, S.E. (Monday to Friday, 8AM – 4:30PM)

Note: You can book an appointment prior to coming in. [Click here](#) to book your appointment.

Fees:

All fees are non-refundable and must be paid at the time of application for a business licence. Business licence fees are adjusted annually and vary depending on licence type and location. A schedule of current business licence fees can be obtained online at [Calgary.ca/mybusiness](https://calgary.ca/mybusiness) or by contacting the Planning Services Centre at 403-268-5311.

Land Use (Planning Approval):

This business requires municipal planning approval. Allowable uses are governed by The Calgary Land Use Bylaw and differ in every land use district. The Bylaw, all land use districts, and their respective allowable uses can be viewed online at calgary.ca/landusebylaw.

- [Commercial-Based Businesses Information](#)

The Land Use (Planning Approval) process time varies and, in some cases (depending on the proposed business activities, the previous tenant and previous approvals), can take up to two months or more. Due to potentially long turnaround times, it is advisable that applications for Land Use Approval are submitted well in advance.

Fire Inspection:

All businesses that operate from a **commercial location** must have an approved business licence fire inspection from the Calgary Fire Department. Inspections can only take place once the business is deemed "ready for business", which means:

- Applicants must be in possession of the space/site
- The business must be ready to serve customers (e.g. shelves are stocked and fixtures are in place)

How to book?

To book a fire inspection, call 311. It may take up to five business days for an inspector to visit the space, therefore call one week prior to being "ready for business". The Fire Department will notify Planning & Development of the results. The licence fire inspection is separate from any fire inspection(s) completed as part of a related building permit application.

Building Regulations, HVAC:

This type of business may require upgrades to the existing ventilation system or be required to install a new system, which may incur additional costs. The business and or building owners are responsible to ensure that the existing ventilation system is adequate for the intended use of the space. If you have questions regarding specific ventilation requirements please email them to: BuildinginspectionsTAC@calgary.ca.

Provincial licensing (AMVIC)

Certain motor vehicle business activities require provincial licensing. You will be required to contact the Alberta Motor Vehicle Industry Council (AMVIC) at 1-877-979-8100 for details on obtaining your provincial licence. **AMVIC requires City planning approval before issuance of an AMVIC licence.** Once you've obtained your AMVIC licence, you can present it in person at Planning Services Centre, located on the 3rd floor, 800 Macleod Trail S.E., or email it to businessregistry@calgary.ca.

Additional Information:

- A Motor Vehicle Repair and Service must obtain a **Motor Vehicle Dealer - Premises** licence prior to:
 - (a) directing or allowing any person to place a motor vehicle that is advertised for sale; or
 - (b) selling or offering to sell motor vehicles other than the licensee's personal motor vehicle which is registered in the name of the Licensee on any part of the business premises or surrounding lot.