



**Employee and Commercial Space Information**

1. Total number of employees (including yourself) Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ Seasonal: \_\_\_\_\_
2. What is the total gross leasable floor area?  
Definition: The amount of space within a building(s) used for business operations (such as offices, retail, storage, warehouse, etc.)
- Main Level: \_\_\_\_\_  square feet or  square metres
- Upper Levels: \_\_\_\_\_  square feet or  square metres
- Basement: \_\_\_\_\_  square feet or  square metres
3. If applicable, what is the total seating capacity for persons? (for restaurant / café / nightclub / tavern only) \_\_\_\_\_ seats
4. If applicable, will alcohol be served at the business?  Yes  No

**Alterations/Renovations**

- Have you made any alterations or renovations to the building or the site?  Yes  No
- If yes, please list all site, plumbing, and/or building changes and when the work was completed.
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Outdoor Storage**

- Will you have any outdoor storage?  Yes  No - If yes, please describe: \_\_\_\_\_
- \_\_\_\_\_

**Site/Floor Plan**

Please enclose your site/floor plan with your application. This is typically included in lease agreements. If you do not have a copy, please review the sample site/floor plan on the next page and draw it in the space provided.

**DECLARATION OF APPLICANT/OWNER**

I hereby certify that all the above statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath, and by virtue of *The Canada Evidence Act*.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Mail or drop off the completed application form, application fees and any necessary supporting documents to:

City of Saskatoon, Community Standards  
City Hall, 3<sup>rd</sup> Floor – 222 3<sup>rd</sup> Avenue North  
Saskatoon, SK S7K 0J5  
Make cheques payable to: **City of Saskatoon**

For more information, contact us at:  
[business.licence@saskatoon.ca](mailto:business.licence@saskatoon.ca)  
or call 306-975-2760

Visit our website for additional information on starting a business:  
[www.saskatoon.ca](http://www.saskatoon.ca)

**FOR OFFICE USE ONLY:**

Business ID: \_\_\_\_\_

Zoning Designation: \_\_\_\_\_ BP: \_\_\_\_\_ / \_\_\_\_\_ Approved by: \_\_\_\_\_

Proposed Use: \_\_\_\_\_ ZC: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Cash Receipt No.: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Cheque No.: \_\_\_\_\_