Application Form



COMMERCIAL BUSINESS LICENCE

Date of Application:	File No.:	Page 1 of 2
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Thank you for applying for a City of Saskatoon Commercial Business Licence. Your application will be reviewed for compliance with provincial and federal licensing requirements, and municipal zoning and building regulations. Complete applications are reviewed in approximately 2-3 weeks. You will be contacted if more information is needed. A Building and Development Permit may be required to address a change in land use or building occupancy, or if construction has occurred. You will be advised how to apply by the Building Standards Department. Please allow additional time to complete the application review.

Application Type (please	se check all th	at apply)					
☐ NEW BUSINESS (\$135.0	 J0)	_					
☐ Annual Renewal (\$95.00)) / Multi-Year R	tenewal (\$)				
☐ Change of Location (\$135.00) / Change of Location within 3 months of Renewal (\$40.00)							
Previous Location:							
☐ Change of Ownership (I	n o charge)						
☐ Change of Business Na	me (no charge))					
Previous Name:							
Business Information							
Business Trade Name:							
Corporation Name (if different	t than above):						
Business Address:(This is the physical lo	cation where the b	ousiness is operated from	m. Must be located	Postal Code: d within Saskatoon.)			
Business Phone:		· •		•			
	Business Email: Website:						
Have you previously held a	City of Saskatoo	on Business Licence?	P □ No	☐ If Yes, What Year? _			
Business Description							
What industry type would you c	lassify your busine	ess under? (e.g. Manuf	acturing-kitchen	cabinets for residential proj	ects)		
Please describe the primary fur	nctions of your bus	siness: (e.g. workshop t	for cabinet makin	g and office space for admi	nistration)		
· ·				<u> </u>			
Business Owner Inforn	nation (e.g. S	ole Proprietor, He	ead Office, Pr	rimary Company, etc)		
Owner Name(s):							
· /	First Name	Middle Initia		Last Name			
Owner Corporation Name:_							
Owner Mailing Address:							
		Street Number, Name an		·	ce / State		
Phone: Fax: Postal Code:							
Business Contact (if different t	than above):	First Name	Middle Initial	Last Name			

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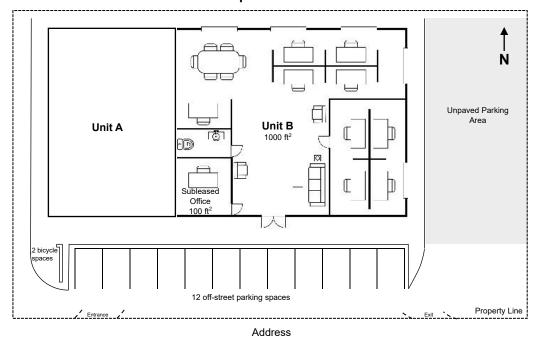


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Employee and Commercial Space Ir	nformatio	n				
1. Total number of employees (including yourse	elf) Full-t	ime:	_ Part-time:	Seasonal:		
What is the total gross leasable floor area Definition: The amount of space within a building(s)		n Level:		square feet or square metres		
used for business operations (such as offices, reta storage, warehouse, etc.)	-ii	per Levels:		square feet or square metres		
		Basement:		square feet or square metres		
3. If applicable, what is the total seating cap	acity for pe	ersons? (for resta	aurant / café / night	tclub / tavern only) seats		
4. If applicable, will alcohol be served at the	business?	' ☐ Yes	□No			
Alterations/Renovations						
Have you made any alterations or renovatio	ns to the b	uilding or the s	ite? □Yes	□No		
If yes, please list all site, plumbing, and/or b		· ·		_		
	J	J		'		
Outdoor Storage						
Will you have any outdoor storage? ☐Yes	□No - If v	es please desc	cribe.			
This year have any editeen elerage.	,	oo, pioado ado				
Site/Floor Plan						
Please enclose your site/floor plan with your have a copy, please review the sample site/		7.	•	, ,		
have a copy, please review the sample site/	noor plan c	on the next pag	e and draw it in	i the space provided.		
DECLARATION OF APPLICANT/OWNER						
I hereby certify that all the above statements contain	ed within this	s application are t	rue, and I make th	nis 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 <i>The Canada Evidence Act</i> .						
Signature of Applicant:			Dat	e:		
Mail or drop off the completed application form, applica-	ation fees		For more inform	ation, contact us at:		
and any necessary supporting documents to: City of Saskatoon, Community Standards	iny necessary supporting documents to: City of Conteston Community Standards business.licence@saskatoon.ca			ce@saskatoon.ca		
City Hall, 3 rd Floor – 222 3 rd Avenue North Saskatoon, SK S7K 0J5		or call 306-975-2760 Visit our website for additional information on starting a business:				
Make cheques payable to: City of Saskatoon www.saskatoon.ca						
FOR OFFICE USE ONLY:		Business ID):			
Zoning Designation:	BP	:/	Арр	roved by:		
Proposed Use:	zc	:/	Date	9:		
Comments:						
Cash Receipt No.:	Amount F	Paid:	Che	aue No.:		

Sample Site/Floor Plan



Please enclose your site/floor plan with your application or draw it in the grid area below.

