



# City of Prince Albert

## Commercial Business License Application

### For Office Use Only:

Application Date: \_\_\_\_\_ BL \_\_\_\_\_ CUST ID: \_\_\_\_\_ Total Fees Due: \_\_\_\_\_

#### Application Type (Check and complete all that apply)

- ☐ New Business License **\$100**  
☐ New Business License after July 1<sup>st</sup> **\$50**  
☐ New Ownership **\$50**  
☐ Inter-Municipal Business License\* **\$250\***

#### \*Must also have an annual business license in one of the participating municipalities:

- ☐ The City of Prince Albert ☐ The Town of Shellbrook  
☐ The Town of Rosthern ☐ The Town of Duck Lake  
Business License Number: \_\_\_\_\_

- ☐ Change of Information

#### No Fee – Entire Application Must Be Completed

- ☐ Address ☐ Mailing ☐ Location  
☐ Business Name  
☐ Use

Previous Address: \_\_\_\_\_

Previous Business Name: \_\_\_\_\_

Previous Use: \_\_\_\_\_ New Use: \_\_\_\_\_

#### Please make cheque payable to: City of Prince Albert

Forward the completed application form, any necessary supporting documents, and payment to:

or email application to: [solutions@citypa.com](mailto:solutions@citypa.com)

#### City of Prince Albert

**Planning & Development Services**  
**1084 Central Avenue**  
**Prince Albert, SK S6V 7P3**

#### Business Information (Please print clearly)

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Prince Albert SK

Unit # Building # Street Name City Province Postal Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Contact: \_\_\_\_\_ \*PST #: \_\_\_\_\_

\*ISC Entity #: \_\_\_\_\_ \*AT LEAST ONE OF THE NUMBERS IS REQUIRED

Number of Employees (Including self): Full Time \_\_\_\_\_ Part Time: \_\_\_\_\_

#### Business Description (Please print clearly)

Please describe the primary function of the business:

\_\_\_\_\_

\_\_\_\_\_

Proposed open date: \_\_\_\_\_

#### Business Owner Information (Please print clearly) \*All mail will be sent to the address listed in this section

Owner Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

same as above Unit # Building # Street Name

City Province/State Postal/Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

#### Business Type (Please check one)

- ☐ Co-operative ☐ Corporation (closely held) ☐ Corporation (public)  
☐ Partnership ☐ Sole Proprietorship ☐ No Answer

**Business Use (Please check one)**

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Retail                        | <input type="checkbox"/> Personal Services               | <input type="checkbox"/> Hotel/ Restaurant         |
| <input type="checkbox"/> Wholesale/Distribution        | <input type="checkbox"/> Agriculture                     | <input type="checkbox"/> Construction/ Contractor  |
| <input type="checkbox"/> Public Utilities              | <input type="checkbox"/> Transportation                  | <input type="checkbox"/> Manufacturing/ Processing |
| <input type="checkbox"/> Education                     | <input type="checkbox"/> Finance/ Insurance/ Real Estate |  |
| <input type="checkbox"/> Other - Please specify: _____ |  |  |

**Please Note: This is an application only.** If your application is approved, you will receive confirmation from Planning & Development Services. Your application is not approved until you receive your license from the City of Prince Albert.

**You may be required to apply for additional permits or site inspections with the Planning and Building Divisions of Planning & Development Services before your application may be approved.**

- ❖ The *Business License Bylaw* No. 2 of 2014 requires all businesses to obtain a Business License before beginning operation.
- ❖ Every license will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application require that Planning & Development Services be notified through new application for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be displayed prominently at the place of business.

For more information, please call 306-953-4884 or visit our website at [www.citypa.ca](http://www.citypa.ca).

**Acknowledgement of Responsibility**

**Information on Policies and Bylaws can be found on the City of Prince Albert website [www.citypa.ca](http://www.citypa.ca).**

- I am aware that a business license is non-transferable for ownership, use or location change without reapplication for the change of information.
- I am aware that Planning & Development Services must be notified if the business is discontinued in order to avoid renewal fees for the following year.
- I agree to operate my business as required under the *Business License Bylaw*.

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

**For Office Use Only:**

**Last Updated: 02/07/24**

Development Permit Required? Yes No If yes, issued on: \_\_\_\_\_

Building Permit Required? Yes No If yes, final inspection completed on: \_\_\_\_\_

If no, is an inspection required: Yes No If yes, completed on: \_\_\_\_\_