

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 1st **\$50**
 Annual Renewal **\$100**
 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
 Address Mailing Location
 Business Name
 Ownership
 Use

No Fee – Entire Application Must Be Completed

Previous Address: _____
 Previous Business Name: _____
 Previous Owner: _____
 Previous Use: _____ New Use: _____

Forward the completed application form, and any other required documents, and payment to:
 OR email application to solutions@citypa.com

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

Please make the cheque payable to: The City of Prince Albert

Business Information (Please print clearly)

Business Name: _____
 Address: _____ Prince Albert SK

Unit #	Building #	Street Name	City	Province	Postal Code
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 Contact: _____ Phone: _____
 Email: _____ Fax: _____
 Website: _____ No. of Employees (including self): Full Time: ____ Part Time: ____
 *PST #: _____ *ISC Entity #: _____
***AT LEAST ONE OF THE NUMBERS IS REQUIRED**

Business Description (Please print clearly)

Please describe the primary function of the business:

Proposed Opening Date: _____

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

Same as Above
 Owner Name: _____
 Company Name: _____
 Mailing Address: _____

Unit #	Building #	Street Name
City	Province/State	Postal/Zip Code

 Phone: _____ Fax: _____
 Email: _____

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. 32 of 2020 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 (location, ownership, business name, use) requires a new application to be submitted to Planning & Development Services in order 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 on licensing requirements, please call 306.953.4884 or visit our website at www.citypa.ca.

For more information on City bylaws and policies, please visit our website at www.citypa.ca.

Acknowledgement of Responsibility:

- 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 Planning & Development Services Only:

Last Update: April 4/24

Zoning District: _____ 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: _____

BL _____ \$ _____ (10-25-110-000-00000-5210) IMBL _____ \$ _____ (10-00-000-000-00000-3006)

Requested By (Print Name): _____ Signature: _____
Approved By (Print Name): _____ Signature: _____

Payment Type: Cash Cheque Receipt #: _____ To be Invoiced E-transfer

For Financial Services Only:

Invoice #: _____ Date: _____

Initials: _____ Approval: _____