

## Home-Based Business License Application

**For Office Use Only:**

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

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

- |  |  |  |                         |
|--|--|--|-------------------------|
| <input type="checkbox"/> New Business License  | <b>\$100</b>   | <input type="checkbox"/> New Business License after July 1 <sup>st</sup> | <b>\$50</b>             |
| <input type="checkbox"/> Annual Renewal        | <b>\$100</b>   |  |                         |
| <input type="checkbox"/> Change of Information | <b>No Fee – Entire Application Must Be Completed</b> |  |                         |
| <input type="checkbox"/> Address               | <input type="checkbox"/> Mailing                     | <input type="checkbox"/> Location  | Previous Address: _____ |
| <input type="checkbox"/> Business Name         | Previous Business Name: _____                        |  |                         |
| <input type="checkbox"/> Ownership             | Previous Owner: _____                                |  |                         |
| <input type="checkbox"/> Use                   | Previous Use: _____                                  | New Use: _____   |                         |

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

**The City of Prince Albert  
Community Development  
1084 Central Avenue  
Prince Albert, SK S6V 7P3**

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

**Business Information** (Please print clearly)

**I do not want this address on the Business License Directory**

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)

- |                                       |   |   |
|---------------------------------------|---|---|
| <input type="checkbox"/> Co-operative | <input type="checkbox"/> Corporation (closely held) | <input type="checkbox"/> Corporation (public) |
| <input type="checkbox"/> Partnership  | <input type="checkbox"/> Sole Proprietorship        | <input type="checkbox"/> No Answer            |

**Business Use** (Please check one)

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

Does the business owner also own the property?  Yes  No

**If the answer is no, please provide a signed property owner approval letter.**

In the case of condominiums, a letter from the condo board will be required. A letter template can be provided upon request.

**Home Based Businesses may be permitted in any dwelling unit, and in accordance with Section 6.1.8 of *The Zoning Bylaw, Bylaw No. 1 of 2019*, as stated below:**

- a) The dwelling unit utilized for the Home Based Business shall be the primary residence of the owner or tenant;
- b) Only residents of the dwelling unit shall be engaged in the Home Based Business within the dwelling unit;
- c) A Home Based Business shall not be permitted in conjunction with the following developments or uses:  
Private Care Home          Residential Care Home          Private Day Care Home          Residential Day Care Home  
Family Child Care Home    Group Family Child Care Home    Custodial Care Facility
- d) The type of use and amount of floor area used for the Home Based Business shall not change the National Building Code of Canada classification for the entire dwelling unit or accessory building;
- e) Any activity associated with the Home Based Business shall be undertaken within the dwelling unit and may be allowed within the accessory building;
- f) Items offered for sale shall be limited to those produced, packaged or stored within the dwelling unit or accessory building;
- g) Subject to 6.1(8)(d), any equipment used shall be directly related to the operation of the Home Based Business;
- h) The Home Based Business shall not eliminate any required parking;
- i) Only light commercial or passenger vehicles used primarily by the residents of the dwelling may be kept on-site and shall be parked on-site;
- j) There shall be no outdoor storage or exterior display of merchandise, material or equipment associated with the Home Based Business;
- k) Any signage located on site shall be in accordance with the Portable Sign Bylaw; and
- l) A Home Based Business shall not negatively affect the peace, quiet and dignity of the neighbourhood through the creation of any dust, noise, odour, smoke, fumes, vibration, glare, hazardous or unacceptable waste, electronic interference, excessive vehicular traffic, or hours of operation considered to be outside standard business hours.

Please initial to confirm you understand the above listed regulations for the business. **Initial:** \_\_\_\_\_

**Please Note: This is an application only.**

If your application is approved, you will receive confirmation from Community Development. 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 Community Development before your application can 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 Community Development 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](http://www.citypa.ca).

For more information on City bylaws and policies, please visit our website at [www.citypa.ca](http://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 Community Development 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: January 2025**

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: \_\_\_\_\_

HB \_\_\_\_\_ \$ \_\_\_\_\_ (10-25-110-000-00000-5210)

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: \_\_\_\_\_

## Property Owner Approval Letter

I, \_\_\_\_\_, being the owner of the property located at

*Property Owner Name*

\_\_\_\_\_, Prince Albert, Saskatchewan, do hereby grant,

*Civic Address*

\_\_\_\_\_, permission to operate their Home Based Business while residing  
at

*Business Owner/Tenant Name*

this location. The portion of the business operations that are to occur at the property are (*please list specific areas*):

\_\_\_\_\_  
(*i.e. home office only, single client services, storage, etc.*).

As the property owner, I am aware of the following regulations that Home Based Businesses must adhere to as per Section 6.1.8 of *The City of Prince Albert Zoning Bylaw*:

- The dwelling unit utilized for the Home Based Business shall be the primary residence of the owner or tenant;
- Only residents of the dwelling unit shall be engaged in the Home Based Business within the dwelling unit;
- A Home Based Business shall not be permitted in conjunction with the following developments or uses: Private Care Home; Residential Care Home; Private Day Care Home; Residential Day Care Home; Family Child Care Home; Group Family Child Care Home; Custodial Care Facility.
- The type of use and amount of floor area used for the Home Based Business shall not change the National Building Code of Canada classification for the entire dwelling unit or accessory building;
- Any activity associated with the Home Based Business shall be undertaken within the dwelling unit and may be allowed within the accessory building;
- Items offered for sale shall be limited to those produced, packaged or stored within the dwelling unit or accessory building;
- Subject to 6.1(8)(d), any equipment used shall be directly related to the operation of the Home Based Business;
- The Home Based Business shall not eliminate any required parking;
- Only light commercial or passenger vehicles used primarily by the residents of the dwelling may be kept on-site and shall be parked on-site;
- Vehicles utilized by employees who do not reside in the licensed dwelling shall not be kept on site;
- There shall be no outdoor storage or exterior display of merchandise, material or equipment associated with the Home Based Business;
- Any signage located on site shall be in accordance with the Portable Sign Bylaw; and
- A Home Based Business shall not negatively affect the peace, quiet and dignity of the neighbourhood through the creation of any dust, noise, odour, smoke, fumes, vibration, glare, hazardous or unacceptable waste, electronic interference, excessive vehicular traffic, or hours of operation considered to be outside standard business hours.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

### **Property Owner Information**

Name (Print): \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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