

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)

- New Business License **\$100**
 New Business License after July 1st **\$50**
 Annual Renewal **\$100**
 Inter-Municipal Business License* **\$250 ***

- Change of Information
 Address Mailing Location
 Business Name
 Ownership
 Use

No Fee – Entire Application Must Be Completed

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

***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: _____

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
 Community Development Department
 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

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)

- Retail Personal Services Hotel/ Restaurant Transportation Education Agriculture
 Wholesale/Distribution Public Utilities Manufacturing/ Processing Construction/ Contractor
 Finance/ Insurance/ Real Estate 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 the Community Development Department. 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 the Community Development Department 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 the Community Development Department 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 the Community Development Department 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 Community Development Department Only:

Last Update: June 19/24

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: _____

HB _____ \$ _____ (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: _____

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: _____