

Daycare Business License Application

For Office Use Only:

Application Date: _____ DC _____ 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**

Change of Information **No Fee – Entire Application Must Be Completed**

Address Mailing Location Previous Address: _____

Business Name Previous Business Name: _____

Ownership Previous Owner: _____

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

**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)

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

Facility Type (Please check one)

Day Care Home - A building in which non-parental residential care and supervision of **less than 4 children** is carried out at the request of the parent or guardian. This is for Day Care Homes that **are not operating** as a Home-Based Business.

Day Care Centre – A building which provides child care services but does not include a Day Care Home.

Other Potential City Requirements:

- **Development Permits** are required for the construction of a new building, an addition to an existing building or a change of use of a building or site.
- **Building Permits** are required in situations where there will be any structural changes made to a building such as renovations, additional or demolitions or where there will be a change in the use of the building.
- **Building & Fire Inspections** will be conducted if the Building Division determines that circumstances or construction indicate a need.

If further information is required regarding your business, a Building Inspector or Planner will contact you.

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:

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: _____

DC _____ \$ _____ (10-25-110-000-00000-5210)

Requested By (Print Name): _____

Signature: _____

Approved By Print Name): _____

Signature: _____

For Financial Services Only:

Invoice #: _____ Date: _____

Initials: _____ Approval: _____