



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 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: _____

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

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

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

Owner Name: _____
 Company Name: _____
 Mailing Address: _____

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 306.953.4384, fax 306.953.4380 or visit our website at www.citypa.ca.

Acknowledgement of Responsibility

Information on Policies and Bylaws can be found on the City of Prince Albert website 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: 02/16/18	
Zoning Designation:	_____	Checked by:	_____
Proposed Use:	_____	Date Checked:	_____
Neighborhood:	_____	BID District:	Yes _____ No _____