



City of
Prince Albert

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: _____

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)

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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 Phone: _____ Fax: _____
 Email: _____ Website: _____
 Contact: _____ Contact Phone: _____
 *PST #: _____ *ISC Entity #: _____ *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
- Partnership
- Corporation (closely held)
- Sole Proprietorship
- Corporation (public)
- 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. 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: 09/21/2017	
Zoning Designation:	_____	Checked by:	_____
Proposed Use:	_____	Date Checked:	_____
Neighborhood:	_____	BID District:	Yes _____ No _____