



# City of Prince Albert

## 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 1<sup>st</sup> **\$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:

Or email the completed form to: [solutions@citypa.com](mailto:solutions@citypa.com)

### City of Prince Albert

**Planning & Development Services**

**1084 Central Avenue**

**Prince Albert, SK S6V 7P3**

**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 City of Prince Albert license.

**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 306-953-4884 email [solutions@citypa.com](mailto:solutions@citypa.com) or [www.citypa.ca](http://www.citypa.ca).

### 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

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: \_\_\_\_\_

Same as above 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)  
 Retail  Personal Services  Hotel/ Restaurant  Transportation  Agriculture  
 Education  Wholesale/Distribution  Manufacturing/ Processing  Public Utilities  
 Finance/ Insurance/ Real Estate  Construction/ Contractor  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) from Bylaw No. 1 of 2019, the Zoning Bylaw 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:** \_\_\_\_\_

#### **Acknowledgement of Responsibility**

**Information on Policies and Bylaws can be found on the City of Prince Albert website [www.citypa.ca](http://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: 02/07/24**

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: \_\_\_\_\_

## Property Owner Approval Letter

To whom it may concern,

I, \_\_\_\_\_ (property owner name), being the owner of the property located at \_\_\_\_\_ (address), Prince Albert, Saskatchewan, do hereby grant, \_\_\_\_\_ (business owner/tenant name), permission to operate their home-based business while residing at this location.

The portion of the business operations that are to occur at the property are: \_\_\_\_\_

*(i.e. home office only, single client services, storage (list specific areas), etc.).*

I, as the property owner, am aware of the following regulations that home-based businesses must adhere to 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: \_\_\_\_\_