



Transient Trader Business License Application

For Office Use Only:

Application Date: _____ TT _____ CST ID: _____ Total Fees Due: _____

Please make cheque payable to: City of Prince Albert

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

or email completed application to: solutions@citypa.com

**City of Prince Albert
Planning & Development Services
1084 Central Avenue
Prince Albert, SK S6V 7P3**

Application Type (Please check)

License Year _____

New Business License

Business License Renewal

Category (Please check the appropriate category)

Blanket Transient Traders: \$1,500

- (a) Can hold unlimited events which include shopping malls and the Prince Albert Exhibition Grounds.

Circus and/or Carnival or Rodeo Promoters: \$500

Contractors and Direct Sales Contractors:

- (a) Contract over \$1,000,000 \$1,200
 (b) Contracts \$100,000 to \$1,000,000 \$600
 (c) Contracts under \$100,000 \$300

Direct Sellers:

See Direct Sellers Business License Application

Farmer's Market: \$200

Trade Shows:

- (a) Trade Event (14 days/ show) \$250

Other Transient Traders:

- (a) Christmas Trees (per location) \$100
 (b) Fish, fruit, produce, baking and handicrafts \$100
 (c) Handicraft event (7 days) \$200
 Locally produced only.
 (d) Handicraft event (7 days) \$500
 (e) All other \$500
 (f) All other Monthly License
 \$100 x Months of Operation = \$ _____

Inter-Municipal Business License \$250

*Must have an annual business license in one of the following participating municipalities:

- The City of Prince Albert The Town of Shellbrook The Town of Rosthern The Town of Duck Lake

Business License Number: _____

Business Information (Please print clearly)

I do not want this address on the Business License Directory

Business Name: _____

Owner Name: _____

Address: _____

Unit #

Building #

Street Name

City

Province/State

Postal/Zip Code

Phone: _____ Fax: _____

Email: _____ Website: _____

Contact: _____ *PST #: _____

*ISC Entity #: _____ *AT LEAST ONE OF THE NUMBERS IS REQUIRED

Trade Shows, Events, and Monthly Licenses (Please print clearly)

Dates of Operation: _____

Location of Operation: _____

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: _____ | | |

Business Description (Please print clearly)

Please describe the primary function of the business:

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.
- ❖ With a few exceptions, licenses 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 able to be produced upon request.

For more information, please call 306-953-4884 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 I am required to comply with all municipal and provincial rules, regulations, bylaws, etc. while operating in the City of Prince Albert.
- I am aware that I will not receive a renewal invoice for following years and that I must renew through reapplication to Planning & Development Services each year of operation in the City of Prince Albert
- I agree to operate my business as required under the *Business License Bylaw*.

Applicant Signature: _____ Date: _____

For Office Use Only:

Last Updated: 09/21/17

Checked by: _____ Proposed Use: _____ Date Checked: _____