



Commercial Business License Application

For Office Use Only:

Application Date: _____ License Number _____ 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
Community Development
1084 Central Avenue
Prince Albert, SK S6V 7P3**

Please make the cheque payable to: The City of Prince Albert

Business Information (Please print clearly)

Business Name: _____

Address: _____ Prince Albert SK _____

Unit #	Building #	Street Name	City	Province	Postal Code
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Contact: _____ Phone: _____

Email: _____ Fax: _____

Website: _____ No. of Employees (including self): Full Time: ____ Part Time: ____

*PST #: _____ *ISC Entity #: _____

Business Description (Please print clearly)

Please describe the primary function of the business(e.g., retail clothing store, electrical contracting, automotive repair):

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

Public Information Consent

The City of Prince Albert is committed to protecting your privacy. Personal information is collected, used, and disclosed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*, and will not be shared or used for any other purpose without your consent.

For questions, contact the City Clerk's Office at 306-953-4305 or cityclerk@citypa.com.

Do you consent to having some or all of your business information shared publicly (e.g., in a business directory)?

Please indicate which details you would like to share:

Yes, I consent

Details to publicize (please check all that apply):

Email

Address

Phone Number

Website

No, please keep ALL my information private

City Communications Consent

Do you consent to receive emails about City initiatives, surveys, and related updates?

Yes, I consent

No, please do not send

Please Note: This is an application only.

If your application is approved, you will receive confirmation from Community Development. 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 Community Development before your application can 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 Community Development 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 Community Development 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*.
- I confirm that the information provided above is true and accurate to the best of my knowledge.

Applicant Signature: _____ Date: _____