



## Transient Trader Business License Application (Non-Resident)

**For Office Use Only:**

Application Date: \_\_\_\_\_ License Number \_\_\_\_\_ Total Fees Due: \_\_\_\_\_

**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 = \$ \_\_\_\_\_

Forward the completed application form, and any other required documents, and payment to:

OR email application to [solutions@citypa.com](mailto:solutions@citypa.com)

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

**The City of Prince Albert**

**Community Development**

**1084 Central Avenue**

**Prince Albert, SK S6V 7P3**

**Business Information** (Please print clearly)

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Unit #

Building #

Street Name

City

Province/State

Postal/Zip Code

Owner Name: \_\_\_\_\_ Contact (if different than Owner): \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

\*PST #: \_\_\_\_\_ \*ISC Entity #: \_\_\_\_\_

**Business Description** (Please print clearly)

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 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](mailto: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.
- ❖ With a few exceptions, licenses will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application (location, ownership, business name) 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 able to be produced upon request.

For more information on licensing requirements, please call 306.953.4884 or visit our website at [www.citypa.ca](http://www.citypa.ca).

For more information on City bylaws and policies, please visit our website at [www.citypa.ca](http://www.citypa.ca).

### Acknowledgement of Responsibility:

- 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 year(s) and that I must renew through reapplication to Community Development each year of operation in The City of Prince Albert.
- 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: \_\_\_\_\_