

# BUSINESS START-UP CHECKLIST

## Starting A Business In Saskatoon

[www.saskatoon.ca](http://www.saskatoon.ca) (look under 'B' for Business License)

**The City of Saskatoon encourages and promotes business development in all areas of the city. To assist you with the start up process, the Business License Program has developed a *Business Start-Up Guide & Checklist*.**

*This checklist is intended as a quick reference list for basic business start-ups only. Information presented is deemed to be as accurate as possible and is organized for the purpose of easy reference. Please refer to the Business Start-Up Guide for more details relating to a particular process or additional requirements for a specific type of business.*

Check If Complete	Municipal Requirements (refer to pages 2-5)	Notes
<input type="checkbox"/>	Select a suitable location, confirm it meets zoning requirements - prior to moving in	
<input type="checkbox"/>	Apply for a City of Saskatoon Home Based or Commercial/Industrial Business License	
<input type="checkbox"/>	Apply for Building Permits for new locations, renovations, or a change of occupancy for existing locations - prior to moving in	
<input type="checkbox"/>	Apply for a Plumbing Permit if the plumbing is being altered, extended, renewed or repaired	
<input type="checkbox"/>	Confirm the fire systems at your business location are up to standard	
<input type="checkbox"/>	Apply for a Sign Permit if you are installing a permanent sign	
Check If Complete	Provincial Requirements (refer to pages 6-7)	
<input type="checkbox"/>	Perform a business name search and registration with Saskatchewan Justice, Corporations Branch	
<input type="checkbox"/>	Contact Saskatchewan Advanced Education, Employment & Labour for information on labour standards and occupational health & safety	
<input type="checkbox"/>	Obtain a Vendor's License (PST) from Saskatchewan Finance to charge, collect and remit PST	
<input type="checkbox"/>	Register the business with Saskatchewan Workers' Compensation Board prior to hiring employees	
<input type="checkbox"/>	Contact the Saskatchewan Justice, Consumer Protection Branch to obtain a Motor Dealer's License and other licenses issued by this branch	
<input type="checkbox"/>	Obtain Saskatoon Health Region approval for businesses such as public eating establishments and hair salons	
<input type="checkbox"/>	Contact Saskatchewan Liquor & Gaming Authority to obtain a Liquor Permit & install VLT machines	
Check If Complete	Federal Requirements (refer to pages 8-9)	
<input type="checkbox"/>	Contact Canada Revenue Agency to register for GST, payroll remittance & import/export permits and to obtain a Business Number	
Check If Complete	Specialized Requirements & Other Resources (refer to pages 10-22)	
<input type="checkbox"/>	<i>business infosource</i> (CanSask Business Service Centre) for assistance with your business plan, financing, marketing, trade & export and other business items	
<input type="checkbox"/>	Contact the Office of the City Treasurer for non-resident business information	
<input type="checkbox"/>	Consult an insurance agent/broker for insurance needs	
<input type="checkbox"/>	Consult an attorney for incorporation information	
<input type="checkbox"/>	Consult a financial institution for banking requirements	
<input type="checkbox"/>	Consult an accountant for income tax & financial management	
<input type="checkbox"/>	Consult a promotional agency for assistance in advertising	

Contact the Business License Program at 975-7710 or 975-2658 for more information  
3rd Floor City Hall - 222 3rd Ave N

email: [business.license@saskatoon.ca](mailto:business.license@saskatoon.ca)

