

BUSINESS START-UP CHECKLIST

Starting A Business In Saskatoon

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 Corporate Registry	
<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 permit and to obtain a Business Number	
Check If Complete	Specialized Requirements & Other Resources (refer to pages 10-27)	
<input type="checkbox"/>	Contact <i>business infosource</i> (CanSask Business Service Centre) to consult with a business information officer, access their library and find resources online	
<input type="checkbox"/>	Contact the City of Saskatoon Revenue Branch 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

