

## Important References

There are a wide variety of publications including the Annual Report and Business Profile, which provide helpful information to start and grow your business.

These are available for pickup at:

Business Licence Program  
Community Standards  
3<sup>rd</sup> Floor City Hall, 222 3<sup>rd</sup> Avenue N  
Saskatoon, SK S7K 0J5

Many of these resources are also available on our website at [www.saskatoon.ca](http://www.saskatoon.ca)

## Business Start-Up Guide

The Business Start-Up Guide is a convenient resource for starting your business. The Guide contains information pertaining to many specific types of commercial businesses, along with a companion Business Start-Up Checklist.

Information regarding business and land-use regulations and the city's plan for current and long range development are also available, including:

- Business Licence Bylaw 9746
- Official Community Plan 8769
- Zoning Bylaw 8770

These documents are available on our website at [www.saskatoon.ca/businesslicense](http://www.saskatoon.ca/businesslicense).

## BizPal ([www.bizpal.ca](http://www.bizpal.ca))

BizPal is an innovative online project designed to help Canadian businesses save time when accessing licensing and permit information from multiple levels of government. Simply answer a series of questions on the type of businesses you want to start. BizPal will automatically generate a list of all required permits and licenses from the three levels of government along with other basic information.



For more information contact:

Business Licence Program  
Community Standards  
222 3<sup>rd</sup> Avenue North  
Saskatoon SK S7K 0J5

Phone: (306) 975-2760

Fax: (306) 975-7712

Website: [www.saskatoon.ca/businesslicense](http://www.saskatoon.ca/businesslicense)

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

## Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.



February 2023

# Commercial Business Licence



# Commercial Business Licence

The City of Saskatoon Business Licence Bylaw requires that all businesses operating from a permanent commercial property in the City of Saskatoon, obtain a business licence prior to starting operations. A business licence is non-transferable and is only valid for the location specified on the license.

## What is the purpose of a business licence?

Business licences are required for the following reasons:

- to assist with safe and orderly commercial, industrial and institutional development
- to ensure compliance with land-use and building regulations
- to gather land-use information and business statistics which contribute to future development policies
- to guide planning decision making processes

## Standards to consider before starting your business:

### Zoning Designation

Prior to finalizing the location of your business, you should contact Planning & Development to determine that the zoning or land-use designation permits your proposed use. For more information contact the Development Review Section at 306-975-7889.

### Building Permit

Building permits are required for:

- all new construction
- structural changes to existing buildings
- change of occupancy or use of an existing building, etc

Prior to selecting a structure for your business, contact Building Standards for information regarding building permit requirements at 306-975-2645.

### Parking, Landscaping & Sign Regulations

To determine if any other regulations may apply, please contact a Bylaw Inspector at 306-975-2645.

## How long is a business license valid and how is it renewed?

A business licence is valid for one year from the date it is issued. The expiration date is noted on the business license. Annual renewal forms are mailed approximately six weeks prior to the business licence expiring. Renewal notices are to be returned with all applicable changes noted on the form with the appropriate fee. If the business relocates to a new site or structure the renewal fee is \$125. All other renewals are \$85. There is no charge to file a Change of Business Ownership or Business Name.



### We're here to help...

Business Licence Program offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays).

Please feel free to stop in or call us at 306-975-2760.

You can also email us at [business.license@saskatoon.ca](mailto:business.license@saskatoon.ca).

## How to Apply

Application forms are available at City Hall:

Business License Program  
Community Standards  
3<sup>rd</sup> Floor, 222 3<sup>rd</sup> Avenue N  
Saskatoon, SK S7K 0J5

Application forms are also available on our website at [www.saskatoon.ca/businesslicense](http://www.saskatoon.ca/businesslicense).

### Method of Payment:

- Cash
- Cheque (made out to City of Saskatoon)
- Interac
- Money Order

Submit your completed form, any supporting documents and the appropriate fee by mail or in person to the address noted above.

## The Process

Business Licence Program staff will review your application for compliance with land-use and building regulations. If required, your application will be referred to other government agencies for consideration. If there are any questions or additional information is required, our staff will contact you. Once your application is approved you will receive written confirmation by mail, included with your business licence. Being granted a City of Saskatoon business licence does not relieve the applicant from complying with all Municipal Bylaws or Provincial and Federal legislation.

**NOTE: It will take 10 to 15 business days to process your business licence application.**

## Business Licence Fees

New Business	\$125.00
Annual Renewal	\$85.00
Change of Location	\$125.00
Change of Business Name	No Charge
Change of Ownership	No Charge