

A Convenient Resource for Starting Your Business

BUSINESS *Start-Up Guide*

7th Edition



Business License Program
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 **City of
Saskatoon**
Community Standards

Introduction

There are a number of important steps you need to take to ensure that your business is established properly including making sure it meets municipal requirements. This guide provides a general overview of the process required for starting a business and will help you find the information you need to understand City of Saskatoon requirements for start-up businesses.

For further assistance with starting your business, contact the knowledgeable business information officers at Square One, Saskatchewan's Business Resource Centre.



Saskatchewan's Business Resource Centre

The mission at Square One is to assist Saskatchewan entrepreneurs in preparing for the first steps of starting or expanding their business. They offer quality services, information, and resources in person, over the phone, and through email to entrepreneurs across Saskatchewan.

Resources available through Square One include: market research, business seminars, professional guest advisors, and business registration assistance. Square One works with a network of regional access partners ensuring that all small business owners have access to what government has to offer.

Square One was established by the Saskatoon Regional Economic Development Authority (SREDA) to assist entrepreneurs and make a positive impact on small businesses, which account for 98% of all companies in the province. Square One is a member of the Western Canada Business Service Network (WCBSN) and is supported in part by Western Economic Diversification (WD).

Square One, Saskatchewan's Business Resource Centre
202 4th Avenue North, Saskatoon SK
tel 888.576.4444 | www.squareonesask.ca

We want to hear from you!

Contribute to the Business Start-Up Guide by providing us with your comments or suggestions by email at business.license@saskatoon.ca or call us at 306.975.2760.

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The information contained in this booklet is intended only as a general guide. Information presented is deemed to be as accurate as possible. We recommend seeking professional advice or contacting the appropriate governing body regarding specific issues as they relate to your business.

► Planning

Develop a Business Plan

Before starting a business, it is important to develop a business plan. Creating a business plan is essential for both the planning and viability of your business.

A business plan is a written document that describes in detail how your business is going to achieve its goals. A business plan will lay out the overall budget, current and projected financing, a market analysis, and marketing strategy. Furthermore, a business plan will help you set realistic and timely goals, secure external funding, measure your success, clarify operational requirements, and establish reasonable financial forecasts. Preparing your plan will assist in the understanding and operation of your new business, thus providing a better opportunity for success.

For help preparing a business plan and to learn about all of the necessary steps in starting a business, contact Square One. Square One is Saskatchewan's Business Resource Centre and their mission is to assist Saskatchewan entrepreneurs in preparing for the first steps of starting or growing their business.



Saskatchewan's Business
Resource Centre

202 4th Avenue North, Saskatoon SK
tel 888.576.4444 | www.squareonesask.ca

The City of Saskatoon Business License Program produces an annual report analyzing business activity in Saskatoon. The Business Profile summarizes new business, commercial/industrial and home based business activity.

saskatoon.ca

► Provincial Requirements

1. Business Name

Provincial legislation requires the registration of a business name if it's different than your own personal name. Before you register a business with the Corporate Registry, you must conduct a province-wide name search to ensure that no other business has registered an identical or very similar name to the one you want to use for your business. A nation-wide business name search is also an option. Select a business name that best suits your business and submit it to the Corporate Registry for approval.

Corporate Registry, Information Services Corporation (ISC)
tel 1-866-275-4721 | www.isc.ca/corporateregistry

2. Business Registration

Once you have reserved a business name you must register your business. A major decision as you start your new business is the type of ownership it will take. There are three basic structures any business can take, each having different implications for liability, taxation, and succession.

Sole Proprietorship is a business with one owner, either an individual or a corporation. The owner is personally liable for all the debts of the business and pays personal income tax on the net taxable income generated by the business.

Partnership is a business owned by one or more individuals or corporations (in any combination). Within a partnership, each partner is potentially liable for all debts of the partnership and includes their share of income or losses on personal or corporate tax returns.

Corporation is a legal entity that has a separate legal existence apart from its shareholders and directors. It is sometimes also referred to as a 'limited company'. Since corporations have a separate legal existence, they are generally not personally liable for the debts of the corporation beyond the amount contributed. Although it is the shareholders which 'own' a corporation, it is the directors who manage the day-to-day operations. A corporation has to pay tax on its net taxable income and files a separate income tax return. A corporation may also be federally or provincially incorporated.

There are many differences between sole proprietors, partnerships, and corporations. For explanations of each structure, as well as advantages and disadvantages, talk to one of Square One's business information officers or consult with a lawyer on the legal differences of each business structure.

Corporate Registry, Information Services Corporation (ISC)
tel 1-866-275-4721 | www.isc.ca/corporateregistry

3. Vendor's License

All businesses operating in Saskatchewan are required to be registered with the Ministry of Finance for Provincial Sales Tax (PST) purposes. PST applies to the purchase, importation, or rental of many goods and services.

Saskatchewan Ministry of Finance
tel 800.667.6102 | www.skpstregistry.gov.sk.ca

4. Worker's Compensation

Most businesses in Saskatchewan that employ workers on a regular, casual or contractual basis must register and create an account with the Workers' Compensation Board (WCB). Registering with the WCB provides workplace insurance coverage and protects both employers and workers from the results of workplace injuries. If you are a sole proprietor, partner, or executive officer you are not automatically covered under the WCB insurance plan. You can apply for optional insurance by calling the WCB.

Saskatchewan Workers' Compensation Board (WCB)
tel 306.787.4370 | www.wcsask.com

5. Employment Standards

Understand workplace rights and responsibilities for employers and employees legislated in *The Saskatchewan Employment Act*. For a basic overview of Saskatchewan's employment standards, visit the Government of Saskatchewan's website to view *Rights and Responsibilities: A Guide to Employment Standards in Saskatchewan*.

Employment Standards Division, Saskatchewan Ministry of Labour Relations and Workplace Safety

8th Floor, 122 3rd Avenue North, Saskatoon SK
tel 800.667.1783 | www.saskatchewan.ca/work

Business Registrations Saskatchewan

Business Registrations Saskatchewan is an easy and convenient way to register your new business in Saskatchewan. The Business Registrations Saskatchewan website streamlines the steps to register a business with the Corporate Registry, obtain a Provincial Sales Tax vendor's licence from the Saskatchewan Ministry of Finance and register as an employer with the Saskatchewan Workers' Compensation Board in one application.

www.isc.ca/CorporateRegistry/Pages/default.aspx

BizPaL – Business Permits and Licenses

BizPaL is jointly managed by a partnership involving governments at the federal, provincial, territorial and municipal levels. Provinces, territories and hundreds of municipalities have collaborated together to provide you with the permits and licenses that may be required to start and grow your business.

tel 1.888.576.4444 | www.bizpal.ca

► Federal Requirements

Business Number (BN)

The BN is a 9-digit business identifier that simplifies and streamlines the way businesses deal with the federal government. You will require a BN if you need one of the following program accounts:

GST Program Account

The GST is a tax on the sale of most goods and services sold in Canada. Every person or business engaged in a commercial activity with total gross revenue greater than \$30,000 in any four consecutive calendar quarters (a 12 month period) is required to register, collect and remit GST.

Even if you are not required to register for GST, you may want to weigh the pros and cons when deciding if you will voluntarily register. If you choose not to register, the GST you pay on your business purchases becomes a cost for which you cannot claim input tax credits.

Payroll Program Account

If you have employees on payroll, you will need a payroll account with Canada Revenue Agency so you can submit Canada Pension Plan (CPP), Employment Insurance (EI) and Income Tax deductions.

Corporation Income Tax Program Account

If you want to incorporate your business, contact the Government of Saskatchewan or Industry Canada. When you incorporate, your business will automatically be registered for a business number (BN) and a corporation income tax program account. For a detailed overview on the federal incorporation processes and fees involved, visit the Corporations Canada website (www.corporationscanada.ic.gc.ca) to view the Guide to Federal Incorporation.

Canada Revenue Agency
tel 1.800.959.5525 | www.canada.ca

Import-Export Program Account

If you import goods into Canada or export goods to other countries, an import-export program account will be used to process customs documents. For step-by-step guides to importing and exporting goods, visit the Canada Border Services Agency website (www.cbsa-asfc.gc.ca).

Canada Border Services Agency
toll free 1.800.461.9999 | www.cbsa-asfc.gc.ca

► Municipal Requirements

The City of Saskatoon provides many civic services to assist business development in Saskatoon. The hours of operation for most civic offices are 8am to 5pm, Monday through Friday (excluding holidays).

1. Zoning Approval

Whether you are building a new structure or moving into an existing one, contact Planning & Development to determine if the proposed location is zoned for the type of business you want to establish.

Planning & Development
tel 306.975.2645 | saskatoon.ca

The hours of operation for most civic offices are 8am to 5pm, Monday through Friday (excluding holidays).

2. Building Permit

Existing Buildings: If structural alterations are planned, or a change of use or occupancy to the building will occur, a building permit is required.

New Buildings: A building permit is required prior to the start of construction.

Building Standards
tel 306.975.2645 | saskatoon.ca/buildingpermits

3. Plumbing Permit

A plumbing permit is required to construct, alter, extend, renew or repair a plumbing system. A permit is not required to clear a stoppage in a drainage system, repair a leak in a water distribution system, and replace a fixture without any change to the drainage system or to replace existing faucets, water heaters or valves.

To obtain a permit, a licensed plumber acting on your behalf must apply for a plumbing permit at the Building Standards office. Inspections of the plumbing system are then carried out, with a final inspection being required before a new system can be put into service.

Building Standards
tel 306.975.2645 | saskatoon.ca/buildingpermits

4. Sign Permit

All forms of signs in Saskatoon are regulated for safety and aesthetic reasons. The goal is to ensure that the use and placement of signs does not create a hazard for pedestrians or motorists, signs are well maintained, and the number of signs does not affect the attractiveness of the city.

Permanent and portable signs require a sign permit. Home based businesses are not permitted to have signs on or within the vicinity of the site.

Community Standards
tel 306.975.2645

5. Fire Systems

If you are buying or leasing a building, meet with fire officials prior to making an offer to purchase or lease to ensure fire systems are up to code. For more information or to arrange an inspection, contact the Fire Marshal.

Saskatoon Fire Department
tel 306.975.2520

6. Business License

All businesses or persons providing a good or service in Saskatoon must obtain a City of Saskatoon business license. The City of Saskatoon licenses businesses to ensure compliance with land use and building regulations, minimize land use conflicts, gather land use information upon which commercial and industrial policies are based, and facilitate effective planning decisions. The type of license required is dependent on both the type of business you operate, and the location.

Application forms are available at saskatoon.ca/businesslicense as well as at City Hall. All business license applications are reviewed for compliance with relevant City bylaws and land use regulations. If your application is approved, you will receive written confirmation by mail, along with your business license, in approximately 7 to 10 business days. A business license is valid for one year from the date it is issued, unless otherwise stated on the license.

The three most common types of licenses are commercial, home based and non-resident general business licenses.

Commercial Business License

All businesses operating from commercial and industrial zoned properties in Saskatoon require a City of Saskatoon commercial business license. A business license is only valid for the location specified on the license and is non-transferable between locations. A license must be obtained for each business location. All commercial business license applications are reviewed for compliance with land use and building code regulations. If a building permit is required, a business license will not be issued until the appropriate permits have been taken out.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Home Based Business License

To facilitate economic development and foster entrepreneurship, many types of businesses can operate from a residence. The standards for home based businesses are intended to seek a balance between a quiet, safe and aesthetic residential environment and the aspirations of home based entrepreneurs. Business activities which may disturb neighbourhood peace are not permitted and must be located in an appropriate commercial or industrial zoning district. Businesses operating from a residence require a City of Saskatoon home based business license.

You can now apply for and renew a City of Saskatoon commercial or home based business license online!

saskatoon.ca/businesslicense

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Non-Resident General Business License

Businesses that have a permanent address outside of the city, but are doing business in Saskatoon require a City of Saskatoon non-resident general business license. For example, a business located in Martensville, SK, requires a non-resident general business license to conduct business in Saskatoon. Each municipality determines their own licensing requirements. We advise contacting your local municipal office, as well as the office of any municipality you wish to work in, to determine their licensing requirements.

City of Saskatoon, Revenue
tel 306.975.2400

► Specialized Requirements for Specific Businesses

Several types of businesses have additional approvals or licenses that are required in order to operate. In some cases, these approvals are required before a City of Saskatoon business license can be approved. Please review the alphabetical listing below and ensure action has been taken for all necessary approvals.

Adult Service

Adult service refers to any service of an adult nature appealing to erotic or sexual appetites or inclinations. These services include acting as an escort, companion, guide or date; modelling lingerie; performing a striptease or similar dance; and performing a body rub. Every person engaged in an adult service must obtain a City of Saskatoon Adult Service License. There are several types of licenses including adult service agencies, adult service performers, transient adult service performer and adult service workers.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Agricultural Implement Dealer

Agricultural implement dealers are required to be licenced annually by the Ministry of Agriculture under the provision of the Agricultural Implements Act. A City of Saskatoon business license is also required.

Agricultural Implements Board
tel 306.787.4693 | www.saskatchewan.ca/agriculture

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Auction Company or Auctioneer

The Auctioneers Act regulates the sale of property by auction and requires that auction sales be conducted by provincially licensed auctioneers and auction companies. A City of Saskatoon business license is also required.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/cpb

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Bed and Breakfast

Overnight accommodations located in Saskatoon must have the approval of the Saskatchewan Health Authority and may require discretionary use approval from City Council before a City of Saskatoon business license can be approved. Visit the City of Saskatoon website or call for more information.

Saskatchewan Health Authority, Saskatoon Office
tel 306.655.4605

City of Saskatoon, Planning & Development
tel 306.975.2645 | saskatoon.ca

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Short-term Accommodation Services

With online platforms (such as Airbnb and VRBO) becoming an increasingly popular option for both residents and visitors alike, the City of Saskatoon is reviewing municipal bylaws regarding short-term accommodations.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Charitable Fund-raising

The Charitable Fund-raising Businesses Act regulates for-profit, fund-raising businesses that raise funds on behalf of charitable organizations. Fund-raising businesses must be provincially licensed. A City of Saskatoon business license is also required.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/cpb

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Child Care Centre

Child care centres do not require a City of Saskatoon business license but are licensed by the Ministry of Education, Early Learning and Childcare Service Delivery. Family child care homes with up to eight children are permitted; however, child care centres with more than eight children may require discretionary use approval from City Council.

Ministry of Education, Early Learning and Childcare Service Delivery
tel 306.933.6071

City of Saskatoon, Planning & Development
tel 306.975.2645 | saskatoon.ca

Collection Agent

The Collection Agents Act controls the practices of collection agents and requires them to be provincially licensed and bonded. A City of Saskatoon business license is also required.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/cpb

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Construction Trade

Contractor

To purchase City-owned residential lots, new home builders must hold a valid City of Saskatoon business or contractor's license, be registered with the Corporate Registry, and meet additional criteria for eligibility. For more information about contractor eligibility, contact Saskatoon Land or view the City of Saskatoon website.

City of Saskatoon, Saskatoon Land
tel 306.975.3278 | saskatoonland.ca

Trailers stored on the street adjacent to a job site may require a right of way permit. Contact Transportation and Utilities more information.

City of Saskatoon, Transportation and Utilities
tel 306.975.2454 | saskatoon.ca

Non-Resident Contractor

Contractors that have a permanent address outside of the city, but are doing business in Saskatoon require a City of Saskatoon non-resident contractor's license. Additional requirements are needed for plumbing contractors and direct sales contractors.

City of Saskatoon, Revenue
tel 306.975.2400

Gas and Electrical Installation

Contractors, employers, or individuals who provide gas or electrical installation services must apply for a license with the Government of Saskatchewan, in addition to a City of Saskatoon business license.

Gas and Electrical Licensing
tel 306.787.4530 | www.saskatchewan.ca/work/

Plumbing

Businesses engaged in plumbing work must employ at least one journeyman holding a valid plumber's trade certificate. A copy of the trade certificate must be provided with the business license application. Building Standards will not issue plumbing permits unless the company applying has a City of Saskatoon business license or contractor's license.

Credit Reporting Company

The Credit Reporting Act controls the practices of credit reporting agencies and requires them to be provincially licensed. A City of Saskatoon business license is also required.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/cpb

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Direct Seller

The Direct Sellers Act requires direct sales companies and salespeople making door-to-door sales, home-party sales and telephone sales to be provincially licensed and bonded. Direct sellers must first obtain a Provincial Direct Sellers License before they apply for a City of Saskatoon Direct Sellers License.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/direct-sellers

City of Saskatoon, Revenue
tel 306.975.2400

Food and Beverage Service

Caterer

Caterers are required to prepare and cook all food in a commercial kitchen approved by the Saskatchewan Health Authority. This approval must be received prior to the issuance of a City of Saskatoon business license. Catering directly from a residential kitchen is not permitted as a home based business unless all foods are categorized as “low risk”; meaning foods which are non-perishable and do not require refrigeration. For a full list of home food processing regulations, please consult the government of Saskatchewan website listed below.

Saskatchewan Health Authority, Public Health Office - Saskatoon
tel 306.655.4605

City of Saskatoon, Business License Program
tel 306.975.2670 | saskatoon.ca/businesslicense

Government of Saskatchewan, Home Food Processing Fact Sheet.
www.saskatchewan.ca/residents/environment-public-health-and-safety/food-safety

Farmers' Market

A farmers' market is a group of persons operating collectively which sells products that they bake, make, or grow. If a farmers' market is carried on at more than one location, a person or persons operating a farmers' market must obtain a City of Saskatoon license for each location. The license will cover all persons offering goods or merchandise for sale at the farmers' market.

City of Saskatoon, Revenue
tel 306.975.2400

Mobile Food Truck

A City of Saskatoon mobile food truck license is required for a motorized, mobile, self-contained vehicle that is equipped to cook and/or serve food. For detailed information on the application and operating requirements view the City of Saskatoon website or arrange a meeting with a Planner in the Business License Program.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Mobile Food Vendor

Businesses selling beverages or food from stationary stands, kiosks or mobile units on public sidewalks require a City of Saskatoon mobile vendor license. Operating within a Business Improvement District (BID) requires approval from the BID office for each location and approval from the Saskatchewan Health Authority is also required.

Saskatchewan Health Authority, Public Health Office - Saskatoon
tel 306.655.4605

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Nightclub, Bar, Tavern, Pub or Lounge

Any business serving alcoholic beverages requires a provincial liquor license in addition to a City of Saskatoon business license.

Saskatchewan Liquor and Gaming Authority
tel 800.667.7565

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Restaurant

Prior to opening a restaurant or any other type of food vendor service, a public health inspection of the food preparation facility is required to obtain a provincial health license. A City of Saskatoon business license is also required.

Saskatchewan Health Authority, Public Health Office - Saskatoon
tel 306.655.4605

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Sidewalk Café

Restaurants wanting to offer outdoor seating on a public sidewalk for the sale and consumption of food and beverages require a City of Saskatoon sidewalk café license. The restaurant must hold a valid City of Saskatoon business license and provide a detailed site plan with the application. Applications are referred on the applicant's behalf to the Saskatchewan Health Authority, Saskatoon Police Service, Saskatoon Fire Department, and other City of Saskatoon departments for approval. All requirements, conditions and forms are available on the City of Saskatoon website.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Parking Patio

Restaurants wanting to offer outdoor seating on a public sidewalk and extending to include the temporary conversion of designated parking stalls on public streets require a City of Saskatoon parking patio license. All requirements for sidewalk cafés must be met (as noted above), in addition to the placement of concrete barriers and traffic glow posts at the discretion of the City's Transportation and Utilities Department. Parking patios are also required to pay parking meter fees at the time of application.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Funeral Home, Crematorium and Transfer Service

Funeral home, crematorium and transfer service businesses require provincial licensing through the Funeral and Cremation Services Council in addition to a City of Saskatoon business license.

Funeral and Cremation Services Council
tel 306.584.1575 | www.fcscs.ca

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Gambling Operation (casino, bingo, raffle, horse racing, video lottery terminal (VLT))

All gambling operations must contact Saskatchewan Liquor and Gaming Authority for appropriate licenses and approvals in addition to a City of Saskatoon business license.

Saskatchewan Liquor and Gaming Authority
tel 800.667.7565

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Mobile Vendor

Businesses selling products from stationary stands, kiosks or mobile units on public sidewalks require a City of Saskatoon mobile vendor license. Operating within a Business Improvement District (BID) requires approval from the BID office for each location. Vendors serving food require approval from the Saskatchewan Health Authority.

Saskatchewan Health Authority, Public Health Office - Saskatoon
tel 306.655.4605

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Motor Vehicle Dealership (new or used)

All automobile, snowmobile or motorcycle dealers require a motor dealer license from Financial and Consumer Affairs Authority of Saskatchewan before a City of Saskatoon business license can be issued. All licensing must be in place before any motor vehicle sales transactions can occur. Motor vehicle dealerships are prohibited in all residential zoning districts.

Financial and Consumer Affairs Authority of Saskatchewan
tel 877.880.5550 | www.justice.gov.sk.ca/motor-dealers

Pawnshop

A pawnshop requires a City of Saskatoon business license. Businesses conducting more than 10 pawn transactions per month cannot be located within 160 m of another pawnshop. In addition, there are specific requirements including timing of pawn transactions, minors, pawning of personal identification as well as electronic recording and reporting of pawn transactions.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Personal Service

Hair Salon

A hair salon must employ at least one journey person hairstylist holding a valid trade certificate. A copy of the valid trade certificate is required before a City of Saskatoon business license can be issued. For a home based business, the primary resident conducting the business in his or her own home must hold a valid trade certificate. A home based business is allowed one non-resident employee with a maximum of eight client visits per day.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Saskatchewan Apprenticeship and Trade Certification Commission
tel 877.363.0536 | www.saskapprenticeship.ca

Massage Therapy

Businesses providing any type of massage service must provide proof of membership with either the Massage Therapy Association of Saskatchewan (MTAS) or the Natural Health Practitioners of Canada (NHPC) before a City of Saskatoon business license can be issued.

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Tattoo and Body Piercing

Tattoo and body piercing businesses must contact the Saskatchewan Health Authority prior to opening to arrange for a public health inspection before a City of Saskatoon business license can be issued. Tattoo and body piercing businesses are not permitted as home based businesses.

Saskatchewan Health Authority, Public Health Office - Saskatoon
tel 306.655.4605 | www.saskhealthauthority.ca

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Trade Show Operator

Trade shows offer goods or merchandise for sale by retail or auction on a short-term basis such as hobby shows, home improvement shows, sportsman shows, and craft shows. A City of Saskatoon Trade Show License covers all individuals offering goods or merchandise for sale at the trade show. If a trade show is operating at more than one location, a licence must be obtained for each location.

City of Saskatoon, Revenue
tel 306.975.2400

Transportation Service

Limousine, Shuttle and Related Transportation Service

Businesses transporting passengers require operating authority approval from the Saskatchewan Government Insurance (SGI) and the appropriate operating licenses prior to obtaining a City of Saskatoon business license.

SGI
tel 855.775.8336

City of Saskatoon, Business License Program
tel 306.975.2760 | saskatoon.ca/businesslicense

Taxicab

Dispatched taxicab, limousine and wheelchair accessible taxicab vehicles are licensed by the City of Saskatoon. The number of permanent taxicabs licensed within the City of Saskatoon is limited to 165 vehicles. Every person who owns (or keeps for hire) a taxicab is required to have a license. There are additional requirements to obtain a taxicab license including inspection certificates, taximeter installation, inspection and handling, and fees to be charged. A comprehensive list of all requirements is available in The Taxi Bylaw, No. 9070 on the City of Saskatoon website.

Taxis must contact SGI at (306) 775-6599 in Regina for provincial approval relating to vehicle registration and Taxi cab inspections. Taxis also require a municipal license through the Revenue Division.

Revenue

tel 306.975.2400

Transportation Network Companies (TNCs)

At present time ride-sharing companies such as Uber, Lyft, and Tappcar cannot operate in Saskatoon. However, new provincial regulations allowing for Transportation Network Companies are moving forward.

City of Saskatoon, Business License Program

tel 306.975.2760 | saskatoon.ca/businesslicense

► Other Municipal Programs

Vacant Lot and Adaptive Re-use Strategy

Incentive Program

The City of Saskatoon's Vacant Lot and Adaptive Re-use Incentive Program encourages development on existing vacant or brownfield sites, and the re-use of vacant buildings in established areas of the city by providing financial and/or tax-based incentives to owners of eligible properties. The amount of the final grant is determined through an evaluation system, based on points linked to policy objectives identified in the City's Official Community Plan and Downtown Plan.

To qualify under the incentive program, applicants will need to submit an application and a full development proposal for an existing vacant or brownfield site, or an adaptive re-use project that is in an established neighbourhood of the city. More information and the application form are available on the City of Saskatoon website.

Vacant Lot Inventory

The City of Saskatoon maintains a comprehensive inventory of undeveloped land, which includes surface parking lots. All lands that fall into these "undeveloped" categories are considered vacant. The inventory is applicable in established neighbourhoods (infill sites only), and excludes any sites that are considered to be undevelopable (e.g. walkways, right-of-ways, and other residual parcels). The public vacant lot inventory is regularly updated following the internal update of the property use information as part of the property assessment cycle and is available on the City of Saskatoon website.

Neighbourhood Planning
tel 306.975-7642 | saskatoon.ca

Façade Conservation and Enhancement Program

The City of Saskatoon's Façade Conservation and Enhancement Program provides grants to property owners and businesses located in established commercial areas to improve the overall street character.

The grant value is based on your project's budget and is determined by an adjudication committee through a proposal evaluation based on urban design and heritage rehabilitation criteria. In order to qualify you must be located in one of the Business Improvement Districts or a key commercial area in the following neighbourhoods: Kelsey-Woodlawn, Mayfair, Caswell Hill, Westmount, King George or West Industrial. Projects must enhance the building facade and be designed to respect other buildings in the neighbourhood. Projects which are only maintenance, painting, or signage are not eligible for funding. Projects that have already started (or completed) construction are not eligible.

City of Saskatoon, Heritage & Design Coordinator
tel 306.975-2645 | saskatoon.ca

► Utility Hook-ups

Water

City of Saskatoon, Transportation and Utilities
222 3rd Avenue North, Saskatoon SK
tel 306.975.2400 | saskatoon.ca

Electricity

Saskatoon Light and Power
222 3rd Avenue North, Saskatoon SK
tel 306.975.7768 | saskatoon.ca
SaskPower
1370 Fletcher Road, Saskatoon SK
tel 888.757.6937 | www.saskpower.com

Natural Gas

SaskEnergy
408 36th Street East, Saskatoon SK
tel 800.567.8899 | www.saskenergy.com

Telephone

SaskTel
123 2nd Avenue South, Saskatoon SK
tel 800.727.5835 | www.sasktel.com

ExpressAddress

www.expressaddress.com

Are you moving? ExpressAddress offers residential customers a convenient way to notify multiple Saskatchewan organizations of your move. A notice for address change goes to services such as natural gas, telephone, electricity, water and motor license all at once.

► Business Resources

BizPaL - Business Permits & Licenses

www.bizpal.ca

BizPaL is jointly managed by a partnership involving governments at the federal, provincial, territorial and municipal levels. Provinces, territories and hundreds of municipalities have collaborated together to provide you with the permits and licenses that may be required to start and grow your business.

Canada Small Business Financing Program (CSBFP)

tel 1.888.576.4444 | www.ic.gc.ca

The Canada Small Business Financing Program makes it easier for small businesses to get loans from financial institutions by sharing the risk with lenders. Not eligible under this program are farming businesses, not-for-profit organizations, or charitable and religious organizations. For more information, go to the Innovation, Science and Economic Development Canada website.

Clarence Campeau Development Fund

2158 Airport Drive, Saskatoon SK

Tel 1.888.657.4870 | www.clarencecampeau.com

The Clarence Campeau Development Fund (CCDF) was established by The Métis Society of Saskatchewan Inc. subject to an agreement with the Government of Saskatchewan. The objective of the Fund is to stimulate economic development activities of Métis people and communities by providing equity for Métis businesses, support to community economic development initiatives, and assistance for the development of the management skills of new and existing Métis business owners and entrepreneurs.

Entrepreneurs with Disabilities Program

237 5th Avenue North, Saskatoon SK

tel 306.665.5508 | www.nsilc.com

A program through the North Saskatchewan Independent Living Centre offering business and accessibility counselling; access to business loans; one-on-one consulting for business plan development; peer support and networking opportunities for individuals with disabilities.

Futurpreneur Canada

tel 1.800.464.2923 | www.futurpreneur.ca

A national non-profit organization dedicated to growing the nation's economy by providing young adults aged 18-39 with pre-launch coaching, business resources, start-up financing and mentoring to help them launch and sustain successful businesses.

Ideas Inc.

200 - 120 Sonnenschein Way, Saskatoon SK
tel 306.653.2007 | www.ideasyxe.com

Ideas Inc. is a business incubator developed and operated by Saskatoon's business community. They deliver professional, comprehensive and practical business development advisory services to start-up companies in partnership with the public and private sectors.

Industry Canada

www.ic.gc.ca

Industry Canada provides useful information to businesses about starting a business, industry statistics, financing, finding permits and licenses, protecting intellectual property, conducting business across borders, becoming incorporated and many other topics.

Innovation Place

114 - 15 Innovation Boulevard, Saskatoon SK
tel 306.933.6295 | www.innovationplace.com

Innovation Place in Saskatoon has a mandate to encourage the growth of Saskatchewan's science and technology sector and is one of the most rapidly growing and successful university-related research parks in North America.

Newcomer Information Centre

106 - 129 3rd Avenue North, Saskatoon SK
tel 306.343.8303 | www.nicstoon.org

The Newcomer Information Centre provides information and referrals to programs and services in the community to meet the needs of new immigrants and refugees arriving in Saskatoon. Appointments and testing for the Canadian Language Benchmark Assessment Placement (English) are provided through the centre.

Raj Manek Mentorship Program

tel 306.244.2151 | www.manekmentorship.sk.ca

The Raj Manek Business Mentorship Program provides one-on-one mentoring by experienced business owners and senior executives to entrepreneurs seeking rapid growth, businesses facing challenging times, and those needing assistance in Succession Planning.

Saskbiz

www.saskbiz.ca

Saskbiz provides comprehensive economic and quality of life information for communities and regions across Saskatchewan.

Saskatchewan Apprenticeship and Trade Certification Commission

2140 Hamilton Street, Regina, SK
toll free 1.877.363.0536 | saskapprenticeship.ca

Apprenticeship training is a structured system of supervised training leading to certification in one of Saskatchewan's designated trades.

Saskatchewan Health Authority – Public Health Office – Saskatoon Main Office

101 – 310 Idylwyld Drive North, Saskatoon, SK
tel 306.655.4605 | www.saskhealthauthority.ca

Arrange an inspection with a public health inspector prior to opening a restaurant, drinking establishment, mobile food operation, catering service, or personal service trades, including tattoo studios.

Saskatchewan Tourism Education Council

102 - 202 4th Avenue North, Saskatoon SK
tel 306.933.5900 | www.stec.com

The Saskatchewan Tourism Education Council branch of Tourism Saskatchewan provides human resource products and services that enable Saskatchewan employers to recruit, train and retain a highly qualified, professional workforce.

Saskatoon Open Door Society

129 3rd Avenue North, Saskatoon SK
tel 306.653.4464 | www.sods.sk.ca

The Open Door Society welcomes and assists refugees and immigrants to become informed and effective participants in Canadian society and to involve the Saskatoon community in their hospitable reception and just acceptance.

Saskatoon Public Library

www.saskatoonlibrary.ca

Visit the Digital Library research guides under 'Business and Career' to find information about starting a business. The research guide on starting a business includes a library catalogue, reference databases and websites.

Saskatoon Regional Economic Development Authority (SREDA)

103 - 202 4th Avenue North, Saskatoon SK
tel 800.706.1977 | www.sreda.com

SREDA seeks to retain and expand local business in targeted sectors, attract new investments in focus areas as well as ensure the Saskatoon region is the place to live, work, invest and prosper.

Square One - Saskatchewan's Business Resource Centre

202 4th Avenue North, Saskatoon SK

tel 888.576.4444 | www.squareonesask.ca

The mission of Square One is to assist Saskatchewan entrepreneurs in preparing for the first steps of starting or growing their business. Square One is “your one stop shop for business information”.

Tourism Saskatoon

101 - 202 4th Avenue North, Saskatoon SK

tel 800.567.2444 | www.tourismsaskatoon.com

Tourism Saskatoon is the area's primary tourism marketing agency. They assist with convention, sport and event marketing and bid procurement, and are a main provider of information on Saskatoon as a destination.

► **Business Associations**

Better Business Bureau of Saskatchewan (BBB)

980 Albert Street, Regina SK

tel 888.352.7601 | www.bbb.org/saskatchewan

The Better Business Bureau is dedicated to fostering honest and responsive relationships between businesses and consumers by instilling consumer confidence and advancing a trustworthy marketplace for all.

Business Improvement Districts

33rd Street Business Improvement District

tel 306.979.3837 | www.33rd.ca

33rd Street BID's mission is to promote the interests of the 33rd Street business owners, property owners and residents and thereby fostering economic growth and stability within the 33rd Street Business Improvement District.

Broadway Business Improvement District

813 Broadway Avenue, Saskatoon SK

tel 306.664.6463 | www.broadwayxe.com

The Broadway Business Improvement District supports and advances the interests of all businesses situated within the boundaries of the Broadway district.

Downtown Saskatoon Business Improvement District

242 3rd Avenue South, Saskatoon SK

tel 306.665.2001 | www.dtnyx.ca

The Downtown Saskatoon Business Improvement District strives to make Downtown the place where business can thrive and people want to work, live and enjoy themselves in Saskatoon.

Riversdale Business Improvement District

344 20th Street West, Saskatoon SK

tel 306.242.2711 | www.riversdale.ca

The Riversdale Business Improvement District works with the business owners and the community to revitalize 20th Street West.

Sutherland Business Improvement District

tel 306.477.1277 | www.sutherlandbid.ca

The Sutherland Business Improvement District was established in 1999 to work towards improving the business climate on behalf of its members.

Family Enterprise Xchange

tel 306.292.7838 | www.family-enterprise-xchange.com0111/chapters/saskatoon

A member-driven community to help family businesses succeed by facilitating the sharing of experience, knowledge, resources and support.

Greater Saskatoon Chamber of Commerce

110-345 4th Avenue South, Saskatoon SK
tel 306.244.2151 | www.saskatoonchamber.com

The Chamber is a member-driven organization comprised of over 1,800 professionals, entrepreneurs, and organizations. Working in partnership with the community and with business, their mission is to ensure that the Saskatoon region has the best business climate in Canada.

North Saskatoon Business Association (NSBA)

9 - 1724 Quebec Avenue, Saskatoon SK
tel 306.242.3060 | www.nsbask.com

The NSBA is a member-driven and focused organization that serves, promotes and protects businesses throughout Saskatoon and beyond.

Saskatchewan Chamber of Commerce

200-2221 Cornwall Street, Regina SK
tel 306.352.2671 | www.saskchamber.com

The Saskatchewan Chamber of Commerce represents the Saskatchewan business community, advocating on behalf of all sizes of businesses, local chambers of commerce, and professional associations.

Women Entrepreneurs of Saskatchewan Inc. (WESK)

108 - 502 Cope Way, Saskatoon SK
tel 844.900.9375 | www.wesk.ca

WESK offers a wide range of programs and services including business advising and resources, business loans, publications, networking and mentoring opportunities, youth initiatives, as well as training workshops and seminars.

We want to hear from you!

Contribute to the Business Start-Up Guide by providing us with your comments or suggestions by email at business.license@saskatoon.ca or call us at 306.975.2760.



City of
Saskatoon
Community Standards

Business License Program
222 3rd Avenue North
Saskatoon SK S7K 0J5

tel 306.975.2760
fax 306.975.7712

saskatoon.ca/businesslicense
business.license@saskatoon.ca

This guide has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact the Business License Program for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.

September 2018