

## Important References

- Use of Sidewalks, Boulevards and Parking Stalls - Vending - Policy C09-013

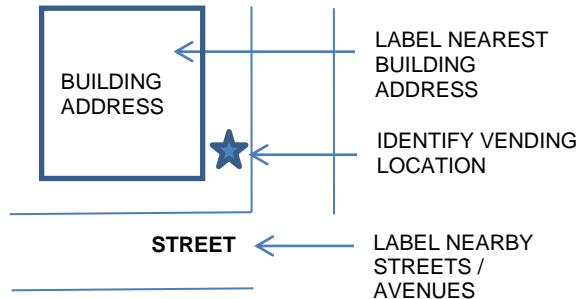
## Business Improvement Districts:

- 33<sup>rd</sup> Street Business Improvement District  
tel 306.979.3837
- Broadway Business Improvement District  
tel 306.664.6463
- The Partnership - Downtown Business Improvement District  
tel 306. 665.2001
- Riversdale Business Improvement District  
tel 306.242.2711
- Sutherland Business Improvement District  
tel 306.477.1277

## Saskatchewan Health Authority

- Saskatoon Office  
Phone: 306.655.4605

## Sample Location Map



## 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 businesses, along with a companion Business Start-Up Checklist.

This document is available at [www.saskatoon.ca](http://www.saskatoon.ca)



For more information contact:

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

tel 306.975.2760  
fax 306.975.7712  
[www.saskatoon.ca](http://www.saskatoon.ca)  
[business.license@saskatoon.ca](mailto:business.license@saskatoon.ca)

## Office Hours

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

This pamphlet 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.



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# Mobile Vendor License



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Businesses selling beverages, food or other products from stationary stands, kiosks or mobile units on public sidewalks require a City of Saskatoon Mobile Vendor License. Mobile vendor licenses are non-transferable and valid only for the approved location(s). The purpose of the license is to ensure vending carts are located in a safe and orderly manner and to increase street-level activity.

## Standards and definitions to consider before operating as a mobile vendor:

Mobile vending regulations & licensing policy is detailed in the City of Saskatoon's 'Use of Sidewalks, Boulevards and Parking Stalls - Vending Policy - C09-013'. This council policy is available at [www.saskatoon.ca](http://www.saskatoon.ca) and should be reviewed in detail prior to making your application for a mobile vendor license.

- Mobile vending carts cannot be located within 20m of any business (including another vendor) which is selling similar products.
- Vending carts must allow a minimum of 1.5m of sidewalk between private property (or any obstruction) and the vending unit, unless permission is granted from Community Services and the owner of the building or structure.
- A minimum clear passageway of at least 2.0m must be maintained between the curb or any physical obstructions such as utility poles, fire hydrants, bus shelters, trees, benches or garbage receptacles.
- Vending carts are not permitted within 3.0m of an intersection.
- The operator of a vending cart must carry a minimum of \$2,000,000 liability insurance naming the City of Saskatoon as an "Additional Insured".
- If you plan to operate within a Business Improvement District (BID), written approval must be obtained from the BID for each proposed location.
- For any location(s) outside of a BID boundary written approval must be received from Community Services.
- Vendors can not restrict or interfere with the entrance or exit of adjacent properties or obstruct access by emergency vehicles.
- Vending is not permitted in front of a loading zone, taxi stand, accessibility ramp, bus stop or bus shelter.
- The vending cart operator must keep the vending and adjacent area in clean and safe condition at all times.
- Vendors are not permitted to make any permanent modifications to the public right of way. All right of way damage will be repaired by the City and all costs associated with the repair will be the vendors.
- Vending carts cannot have any lights, sounds, or actions which could be a distraction for motorists or pedestrians.
- Vending carts must be removed from the right of way when not in operation.

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

A mobile vendor license is valid for one year from the date it is issued, and the expiration date is noted on the license. Annual renewal notices are mailed prior to the license expiring.



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

Business License 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 on our website at [www.saskatoon.ca](http://www.saskatoon.ca)

Application forms are also available at City Hall:

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

The mobile vendor license application form must be completed and submitted to the Business License Program with the required fee and supporting documentation listed below:

1. If you plan to operate within a Business Improvement District, **written approval must be obtained from the BID** for each proposed location.
2. Vending carts serving food require **written approval from the Saskatchewan Health Authority**.
3. **Attach a location map**, indicating the location(s) of the vending cart(s). This map must identify streets bordering the vending location and the address of the nearest building (see sample map on reverse).
4. **Provide a copy of your liability insurance** with a minimum liability limit of \$2,000,000. The **City of Saskatoon must be named as an "Additional Insured"**.

Completed applications can be submitted by mail or in person to the address noted above. Cheques made payable to: City of Saskatoon.

## Process

The Business License Program will review your application for compliance with applicable regulations. All applications will be referred to the City of Saskatoon's Transportation and Utilities Department for right of way approval. If additional information is required, our staff will contact you. Once your application is approved you will be contacted to pick up your license (licenses can also be mailed upon request).

**NOTE: Please allow 10 business days for license issuance.**

## Fees

The license fee is **\$100.00**. An application form with supporting documents and fees must be submitted annually.

