



City of  
**Prince Albert**

## Commercial Business License Application

### Application Type (Check and complete all that apply)

- ☐ New Business License **\$100** ☐ New Business License after July 1<sup>st</sup> **\$50**  
☐ Annual Renewal **\$100**  
☐ Change of Information **No Fee – Entire Application Must Be Completed**
- ☐ Address ☐ Mailing ☐ Location Previous Address: \_\_\_\_\_  
☐ Business Name Previous Business Name: \_\_\_\_\_  
☐ Ownership Previous Owner: \_\_\_\_\_  
☐ Use Previous Use: \_\_\_\_\_ New Use: \_\_\_\_\_

Forward the completed application form, and any other required documents, and payment to: OR email application to [solutions@citypa.com](mailto:solutions@citypa.com)

**The City of Prince Albert**  
**1084 Central Avenue**  
**Prince Albert, SK S6V 7P3**

Please make the cheque payable to: **The City of Prince Albert**

### Business Information (Please print clearly)

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Prince Albert SK  
Unit # Building # Street Name City Province Postal Code

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_

No. of Employees (including self): Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_

\*PST #: \_\_\_\_\_ \*ISC Entity #: \_\_\_\_\_

### Business Description (Please print clearly)

Please describe the primary function of the business(e.g., retail clothing store, electrical contracting, automotive repair):

Proposed Opening Date: \_\_\_\_\_

### Business Owner Information (Please print clearly) All mail will be sent to the address listed in this section

☐ Same as Above

Owner Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Unit # Building # Street Name  
City Province/State Postal/Zip Code

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Business Type (Please check one)

- ☐ Co-operative ☐ Corporation (closely held) ☐ Corporation (public)  
☐ Partnership ☐ Sole Proprietorship ☐ No Answer

### Public Information Consent

The City of Prince Albert is committed to protecting your privacy. Personal information is collected, used, and disclosed in accordance with *The Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP)*, and will not be shared or used for any other purpose without your consent.

For questions, contact the City Clerk's Office at 306-953-4305 or [cityclerk@citypa.com](mailto:cityclerk@citypa.com).

Do you consent to having some or all of your business information shared publicly (e.g., in a business directory)?

Please indicate which details you would like to share:

☐ Yes, I consent

Details to publicize (please check all that apply):

☐ Business Name

☐ Address

☐ Phone Number

☐ Website

☐ No, please keep ALL my information private

### City Communications Consent

Do you consent to receive emails about City initiatives, surveys, and related updates?

☐ Yes, I consent

☐ No, please do not send

### Please Note: This is an application only.

If your application is approved, you will receive confirmation from Community Development. Your application is not approved until you receive your license from the City of Prince Albert.

**You may be required to apply for additional permits or site inspections with the Planning and Building Divisions of Community Development before your application can be approved.**

- ❖ The *Business License Bylaw* No. 32 of 2020 requires all businesses to obtain a Business License before beginning operation.
- ❖ Every license will be valid until the end of each calendar year (December 31).
- ❖ Changes to the information on the application (location, ownership, business name, use) requires a new application to be submitted to Community Development in order for the license to be updated and considered valid.
- ❖ The City of Prince Albert license must be displayed prominently at the place of business.

For more information on licensing requirements, please call 306.953.4884 or visit our website at [www.citypa.ca](http://www.citypa.ca).

For more information on City bylaws and policies, please visit our website at [www.citypa.ca](http://www.citypa.ca).

### Acknowledgement of Responsibility:

- I am aware that a business license is non-transferable for ownership, use or location change without reapplication for the change of information.
- I am aware that Community Development must be notified if the business is discontinued in order to avoid renewal fees for the following year.
- I agree to operate my business as required under the *Business License Bylaw*.
- I confirm that the information provided above is true and accurate to the best of my knowledge.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_