

# BUSINESS LICENSE APPLICATION FORM

Under City of Yorkton Business License Bylaw, any business activity conducted in the City requires a current City of Yorkton Business License. Please return this application completed, with payment to the address noted above. Inquiries may be directed to (306) 786-1710 or [buildingservices@yorkton.ca](mailto:buildingservices@yorkton.ca). Please allow up to 3 business days for processing.

## General Information

Is your business name registered with Information Services Corporation (ISC)?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, include the ISC Profile Report. If you do not have documents, the City will obtain them and charge the cost back to you. <i>The City must process your application in your personal name if your business name is not registered with ISC.</i>			
<b>Corporate / Business Name</b>			
<b>Applicant Name(s)</b>			
<b>Business Address</b> (including Postal Code)			
<b>Mailing Address</b> (if different from Business Address)			
<b>Phone</b>		<b>Email</b>	
<b>Description / Type of Business</b>			
<b>Application Date</b>		<b>(Projected) Start Date</b>	

The following information is collected by the City for statistical purposes:

<b>Sq. Ft. of Space Being Used</b>						
<b>Number of Employees</b>	<b>Full-Time</b>		<b>Part-Time</b>		<b>Seasonal</b>	

## For Home Based Business Use

Do you have an on-site employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Will clients/patrons visit your home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you rent your home?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If rented, provide Registered Owner contact information & authorization		
<b>Owner Name</b>			<b>Owner Phone</b>		
<b>SIGNATURE OF REGISTERED OWNER</b>		x			

## Fee Information

- If your business is located within the City of Yorkton, the annual fee is \$50.00 plus \$50.00 application fee (\$100).
- If your business is located outside City limits, the fee is \$200.00 annually plus \$50.00 application fee (\$250).
- **Payment of fees must accompany application and are due and payable prior to the commencement of business.**

- The City will mail out a renewal for standard Business Licenses in January of the following year. Licenses renewed by March 31<sup>st</sup> will be subject only to the annual fee. Licenses not renewed by March 31<sup>st</sup> will be cancelled and you will be required to apply for a new license, subject to the application fee.

### For Office Use

License Type	<input type="checkbox"/> Standard	<input type="checkbox"/> Transient Trader	<input type="checkbox"/> Direct Seller	Account	
Zoning District		Application Fee	<b>\$50.00</b>	Date Set Up	
Classification Code		Annual Fee		Set Up By	
Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Fees</b>		Payment Rec'd	<input type="checkbox"/>

### Approvals (For Office Use)

Required?	Notes:
<input type="checkbox"/> Zoning	
<input type="checkbox"/> Building	
<input type="checkbox"/> Fire	
<input type="checkbox"/> Public Health	
<input type="checkbox"/> Other	

### Acknowledgement

As the authorized applicant or business owner(s), I understand that there may be conditions and approvals required by other City Bylaws in addition to those of the current Business License Bylaw. Furthermore, I confirm that I am solely responsible for adhering to the conditions of each Bylaw and acknowledge that other Bylaws may apply. I understand that I must comply with the requirement of any other Municipal, Provincial or Federal regulations, as applicable.

A complete listing of City of Yorkton Bylaws is available online: [www.yorkton.ca/dept/admin/bylaws/](http://www.yorkton.ca/dept/admin/bylaws/)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Approved for Issuance:

\_\_\_\_\_  
Business License Inspector

\_\_\_\_\_  
Date

The personal information being collected on this form is for the purpose of processing and acting upon this application in accordance with City of Yorkton Business License Bylaw 8/2006, and is protected by the privacy provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection, use and disclosure of your personal information in this process, please contact the City Clerk for the City of Yorkton at 306-786-1717.