

Please print clearly

For office only		
LICENCE #	CITY ACCOUNT ID	ZONING

Name of person applying:	Date of application:
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Address from which the business will operate, including postal code:

Do you live at the above address? Yes No

Do you own the property at the above address? Yes No
If you do not own the property, have you provided a letter of consent from the property owner or property manager?
This application will not be processed until the consent letter is provided. Yes No

Is your business registered or incorporated in Saskatchewan? Yes No If yes, is a copy of the registration/incorporation attached? Yes No
Your application will be processed under your personal name if these documents are not included.

Name under which the business will operate:

Business owner(s):

Business phone:	Cell phone:	Alternate number:	Email:
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Mailing address: same as above, or;

Resident Business Licence Fee Exemptions

Do you expect the business to have a total gross revenue for the year in excess of \$5,000.00? Yes No
 If **NO**, business will be exempted from paying the licence fee for the year. **If gross revenue does exceed \$5,000.00 the licence fee is applicable.**

PLEASE NOTE: In order to be considered exempt from the requirement to pay for a **resident** business licence you must either:

- provide written confirmation from the Canada Revenue Agency that the total gross revenue for the business in the **preceding** tax year was less than \$5000.00; or
- provide satisfactory proof that the total gross revenue for the business in the **preceding** tax year was less than \$5000.00. Proof may be in the form of a Notice of Assessment for the previous tax year. Copies of this document will not be retained on file.

Nature of Business

- Please describe your business, including any goods or services to be provided as part of the business.
- What business activities will you perform at the residence?
- What materials and equipment will be kept at the residence? Please describe.

<p>Type of Business (Please choose one):</p> <input type="checkbox"/> Agriculture, Indoor (i.e. indoor greenhouse) <input type="checkbox"/> Food & Beverage, Catering <input type="checkbox"/> Industry, Artistic (i.e. artist, craftsperson, seamstress) <input type="checkbox"/> Institution, Day Care <input type="checkbox"/> Institution, Training (i.e. one-on-one classes) <input type="checkbox"/> Service Trade, Clinic (i.e. massage therapy, physiotherapy, counselling, reiki, acupuncture) <input type="checkbox"/> Service Trade, Light (i.e. repair of watches, small appliances, small electronic devices) <input type="checkbox"/> Service Trade, Personal (i.e. beauty/aesthetics, barber, pet grooming)	<input type="checkbox"/> Office, Professional (i.e. architect, accountant, consultant, graphic designer, businesses conducted off-site) <input type="checkbox"/> Cleaning/Janitorial <input type="checkbox"/> Construction/Contracting/Renovations/Tradesperson <input type="checkbox"/> Courier/Delivery <input type="checkbox"/> IT/Computer related <input type="checkbox"/> Online <input type="checkbox"/> Tow Service <input type="checkbox"/> Trucking <input type="checkbox"/> Yard/Lawn/Tree care <input type="checkbox"/> Other: (describe in one or two words): _____
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Land Use Impact

<p>1. Will the combined floor area of all rooms or space used for Residential Businesses in the dwelling occupy more than 25% of the total floor area of the dwelling? <i>The total floor area of the dwelling includes the area of the dwelling unit (including the basement) and any garage or accessory building.</i></p> <p>a) Total floor area of the dwelling: _____ <input type="checkbox"/> square feet <input type="checkbox"/> square metres Main Floor Area: _____ Second Floor Area: _____ Basement Area: _____ Garage Area: _____ Other (specify): _____</p> <p>b) Total floor area used for Residential Business: _____ <input type="checkbox"/> square feet <input type="checkbox"/> square metres</p> <table border="1" data-bbox="172 373 1356 472"> <thead> <tr> <th>List rooms/spaces used for the Residential Business</th> <th>Floor Area Used</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	List rooms/spaces used for the Residential Business	Floor Area Used					<input type="checkbox"/> Yes	<input type="checkbox"/> No
List rooms/spaces used for the Residential Business	Floor Area Used							
<p>2. Will any person other than a resident of the dwelling be working or volunteering at the residence as part of the Residential Business? <i>This is not applicable to Institution, Day Care operations.</i></p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>3. Will the Residential Business utilize a business vehicle that is different from your personal vehicle? If yes, a) How many business vehicles will you utilize? _____ b) How many parking stalls are there on-site? _____ Describe location(s): _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>4. Will any of the materials or equipment used in the business be stored outdoors at the residence? If yes, describe material or equipment and location of where it will be stored: _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>5. Will any merchandise be <input type="checkbox"/> displayed or <input type="checkbox"/> sold at the residence? If yes, is the merchandise <input type="checkbox"/> created, <input type="checkbox"/> assembled and <input type="checkbox"/> designed at the residence? <input type="checkbox"/> No</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>6. Will any operation of the Residential Business be conducted outdoors at the residence? If yes, describe the work or activity, and location where it will be done: _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>7. If the Residential Business is an Institution, Day Care, will the number of children receiving care, including your own children, exceed eight (8)? If yes, provide a copy of a Provincial licence. <input type="checkbox"/> Not Applicable</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>8. If the Residential Business is an Institution, Day Care, will there be a passenger drop-off stall on-site? <i>Any required parking stalls for the dwelling cannot be used as a passenger drop-off stall.</i> <input type="checkbox"/> Not Applicable If yes, a) How many passenger drop-off stalls are there on-site? _____ b) Describe the location(s) of the passenger drop-off stall(s): _____</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>9. If the Residential Business offers massage therapy services (Service Trade, Clinic), are you an accredited member in good standing with one of the associations below? <input type="checkbox"/> Not Applicable <u>Massage therapy credentials must be submitted with application for processing.</u> <input type="checkbox"/> Massage Therapist Association of Saskatchewan, Inc. <input type="checkbox"/> The Natural Health Practitioners of Canada <input type="checkbox"/> Canadian Massage & Manual Osteopathic Therapists Association</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No						
<p>Describe any exterior or interior alterations/renovations that will be made in connection with the proposed Residential Business. A building permit may be required for interior alterations/renovations. Please contact the Building Standards & Inspections Branch at 306-777-7000 for details on building permit regulations _____</p>								
<p>Please Initial: ____ Licences are valid for one (1) calendar year, expiring on December 31 of each year. ____ Cancellation or closing of your licence requires written notification.</p>								
<p>Documents Check: <input type="checkbox"/> Property Owner Consent <input type="checkbox"/> Corporation/Business Name Documents <input type="checkbox"/> All applicable documents required to process the application.</p>								

I hereby certify that the information contained in this application is complete and true and I agree to commence business operations only after payment of the applicable licence fee is made to the City of Regina and a licence has been approved. Once a business licence has been issued, I agree to abide by the regulations set out in *The Licensing Bylaw, No. 2006-86* as well as the *Regina Zoning Bylaw No. 2019-19*.

Dated at the City of Regina, in the Province of Saskatchewan, this _____ day of _____, 20__.

WITNESSED BY:

Applicant Signature

(Office Representative Only)

Zoning Regulations for Residential Businesses

Residential Business – An accessory land use conducted in a Dwelling Unit by the resident of the Dwelling Unit for monetary gain.

Development Permit – A document authorizing a development issued pursuant to the *Regina Zoning Bylaw No. 2019-19*. The Residential Business licence application shall be the development application.

1. **Maximum Gross Floor Area** – A Residential Business cannot occupy more than 25% of the gross floor area of the dwelling unit. The gross floor area includes the areas of all floor levels within the dwelling and areas of any garage or accessory building. Where there is more than one Residential Business, the combined floor area occupied by all businesses cannot exceed 25%. The maximum gross floor area is not applicable for an Institution, Day Care.
2. **Storage** – No exterior storage of the Residential Business is permitted at the residence.
3. **Outdoor Work/Activities** – No exterior operation of the Residential Business is permitted at the residence. This is not applicable for an Institution, Day Care.
4. **Merchandise, Display and Sales** – Only merchandise created, assembled, or designed on-site may be displayed and sold from the Residential Business. No window display of the merchandise is permitted at the residence.
5. **Business Vehicle** – A minimum of one additional parking stall must be provided on-site for each vehicle used by the Residential Business for business purposes only.
6. **Institution, Day Care** – Permitted as a Residential Business if the Institution, Day Care meets the requirements of a “family child care home” or “group family child care home”, as defined by *The Child Care Act, 2014*.
 - a. **Individuals Under Care** – Without a Provincial licence, maximum of up to 8 individuals under care at any one time, including children who reside on premise. With a Provincial licence, maximum of up to 12 individuals under care at any one time, including children who reside on premise.
 - b. **Passenger Drop-Off Stall** - A minimum of one passenger drop-off stall is required where there are 1 to 10 individuals under care. A minimum of two passenger drop-off stalls are required where there are 11 to 12 individuals under care.

7. **Service Trade, Clinic (Massage Therapy Services Only)** – For the purposes of massage services an accredited member shall mean an active member in good standing with the Massage Therapist Association of Saskatchewan, Inc., the Natural Health Practitioners of Canada, or the Canadian Massage & Manual Osteopathic Therapists Association. Massage therapy credentials must be submitted with application for processing.

Access the City of Regina’s [zoning map](#) online to determine your property’s current zone. The zone for a property is found to the right of the “code” field in the search results window.

Regulations for each zone and definitions can be found in the [Regina Zoning Bylaw No. 2019-19](#).

For further zoning information including permitted and prohibited activities, appeal processes or questions regarding any of the points listed above, contact the Planning & Development – City Planning Branch at **306-777-7000**.

Other Applicable Regulations

Employees – No person other than the resident of the dwelling unit shall be engaged in a residential business as an employee or volunteer. This is not applicable for an Institution, Day Care. ([The Licensing Bylaw No. 2006-86](#)).

Prohibited Vehicles – Any vehicle with a combined weight exceeding 4,500 kilograms is not permitted to be parked on a residential lot. The combined weight means the weight of the vehicle and the load carried by the vehicle. ([The Community Standards Bylaw No. 2016-2](#))

For more information about the fees and licensing procedures, contact the Licensing Branch at **306-777-7717** or licences@regina.ca.