

# Business Licence Application Form

Please print clearly

For office only		
LICENCE #	CITY ACCOUNT ID	ZONING

<b>Name of person applying:</b>	<b>Date of application:</b>
---------------------------------	-----------------------------

**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):**

<b>Business phone:</b>	<b>Cell phone:</b>	<b>Alternate number:</b>	<b>Email:</b>
------------------------	--------------------	--------------------------	---------------

**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 home address?
- What materials and equipment will be kept at the residence? Please describe.

**Type of Business (Please choose one):**

<input type="checkbox"/> Personal Services (i.e. beauty/aesthetics, massage)	<input type="checkbox"/> Catering
<input type="checkbox"/> Daycare/Childcare	<input type="checkbox"/> Instructional services (i.e. music, dance, art and craft classes)
<input type="checkbox"/> Pet Care (grooming, walking, etc.)	<input type="checkbox"/> Craft persons, tailors, seamstress, milliner
<input type="checkbox"/> Administration (typing or bookkeeping service)	<input type="checkbox"/> Studios for artists, sculptors, musicians, photographers
<input type="checkbox"/> Administrative Offices for businesses conducted off-site:	<input type="checkbox"/> Small Item Repair (i.e. watches, small appliances, electronic devices)
<input type="checkbox"/> IT/Computer related	<input type="checkbox"/> Direct Seller: (Company name) _____
<input type="checkbox"/> Cleaning/Janitorial	<input type="checkbox"/> Other: (describe in one or two words):
<input type="checkbox"/> Construction/Contracting/Renovations/Tradesperson	
<input type="checkbox"/> Courier/Delivery	
<input type="checkbox"/> Tow Service	
<input type="checkbox"/> Trucking	
<input type="checkbox"/> Yard/Lawn/Tree care	
<input type="checkbox"/> Professional Office (i.e. architects, accountant, consultants, graphic/web designers)	

**Land Use Impact**

1. Will the combined floor area of all rooms or space used for Residential businesses in the dwelling occupy more than 25 per cent of the total floor area of the dwelling? [Floor area of the dwelling includes the area of the dwelling unit and any detached or attached garage.]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. If the business is a child day care home, will the number of children receiving care, including your own children, exceed eight? <input type="checkbox"/> Not Applicable	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Will any person other than a resident of the dwelling be working or volunteering at the residence as part of the Residential business? [Not applicable to child care operations.]	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Will more than one business vehicle be parked at the residence? If yes, how many? _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Will any business vehicle with a weight over 4,500 kilograms (including vehicle and load) be parked at the residence? If yes, describe vehicle (make, model, year) _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Will any of the equipment or processes used at the residence create dust, noise, vibration, glare, fumes, odour, air pollution that is detectable at or beyond the property lines of the lot where the Residential business is located? If yes, describe: _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. 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. _____	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8. Will any of the equipment used at the residence create electromagnetic interference which affects radio, television and similar equipment outside of the dwelling unit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9. Will any merchandise be displayed or sold at the residence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10. Does your business require warehousing of material/equipment (ie: fuel, fertilizer, chemicals) used by the business?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

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 Building Standards at 306-777-7000 for details on building permit regulations.

\_\_\_\_\_  
\_\_\_\_\_

**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.**

**Documents Check:**  *Property Owner Consent*  
 *Corporation/Business Name Documents*

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. 9250-6D.3*.

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 occupation, profession, activity or use that is conducted for monetary gain, is clearly customary, incidental and a secondary use of a residential dwelling unit, and does not alter the exterior of the property or affect the residential character of the neighbourhood.

**Day Care Home, Child** - A child care centre, as defined by *The Child Care Act, 2014*.

**Business Vehicle (Residential Business)** - any vehicle utilized to service a Residential business, the gross weight of which does not exceed 4,500 kilograms. Gross weight means the combined weight of the vehicle and the load carried by the vehicle.

1. **Development Permit** - A development permit must be obtained prior to the start of operation of the business. A business licence shall constitute a development permit.
2. **Transferability** - A development permit/business licence is valid only for the address shown on the permit.
3. **Maximum Floor Area** - The Residential business cannot occupy more than 25 percent of the gross floor area of the dwelling unit. Gross floor area includes any attached or detached garage. Where there is more than one Residential business, the combined floor area occupied by all of the Residential businesses cannot exceed 25 percent of the gross floor area.
4. **Employees** - Except for child care operations, no person other than a resident of the dwelling unit can be involved in the Residential business as an employee or volunteer.
5. **Merchandise Display and Sales** - No merchandise shall be displayed or sold on the premises.
6. **Parking** - No more than one business vehicle, as defined above, for which off-street parking is provided, can be operated in connection with the Residential business.

7. **Advertising** - No advertising that carries the address of the dwelling in which the Residential business is conducted can be placed in any media, including telephone, trade or other directories, newspapers, magazines, flyers, signs, radio or television.
8. **Sign** - No advertising display sign is allowed on the site or premises from which the Residential business is conducted.
9. **Zero Impact** - No equipment or process used in the Residential business shall create dust, noise, vibration, glare, fumes, odour or air pollution that is detectable, either by sensory perception or by scientific instruments, at or beyond the property lines of the lot where the Residential business is located. No solid or liquid wastes shall be created that are incompatible or unacceptable for discharge into the municipal waste and wastewater service or are considered a risk to the neighbourhood.
10. **Mechanical Equipment** - No mechanical or electrical equipment that could change the fire rating of the dwelling unit or cause fluctuations in line voltage of the dwelling unit shall be used. Equipment that creates electromagnetic interference which affects radio, television and similar electromagnetic equipment outside of the dwelling unit is prohibited.
11. **Client Visits** - Visits to the premises by clients or customers shall be by appointment only.
12. **Bed and Breakfast Homestays and Supportive Living Homes** - Specific regulations apply to bed and breakfast homestays and supportive living homes. See the applicable regulations in *Regina Zoning Bylaw No. 9250*.

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