



TOWN OF NIPAWIN
GENERAL BUSINESS LICENSE AND RENEWAL FORM
(Home-based & Contractors)

Date of Application _____ Signature of Applicant _____

I hereby certify that all the statements within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the Canada Evidence Act.

If I am approved for a business license, I agree to conduct this business according to the regulations contained in the Town of Nipawin Licensing Bylaw 961/14 and Zoning Bylaw 763/2000.

Return completed application to: Town of Nipawin
210 2nd Ave E
Box 2134
Nipawin, SK. S0E 1E0
Fax: 306-862-3076

NOTE: Approval generally takes 7 to 10 business days though the process may take longer if other requirements are to be fulfilled before a license can be issued.

Application Type (please check all that apply)

- Checkboxes for New Business, Renewal, Change of Location, Change of ownership, Change of business name. Includes fields for Previous Business Location and Previous Business Name.

For more information please contact us at: 306-862-0010

Please complete all questions on this application form. Failure to do so may result in delays in processing the application.

Business Name: _____

Operating As: _____

Nature of Business: _____

Business Location: Street Address: _____

Mailing Address: _____ Postal Code: _____

Business Telephone: _____ Fax: _____ Email: _____

Owner name _____ Home Telephone: _____ Website: _____

PST # SK Vendor's License # (SK Finance) _____ Or Entity # (ISC) _____

Do you reside at the business location? Yes [] No [] If no, at what address do you reside? _____

Business Description:

Primary Function; _____

Non-Resident Contractors ONLY

Please indicate total value of contracts within the Town of Nipawin:

- Checkboxes for Over \$1,000,000, Between \$100,000 and \$1,000,000, Under \$100,000

What services and/or goods will be provided or produced? _____

What will be the days of operation? [] Mon - Fri [] 7 days/wk [] 24/7 [] Part-time

How will your clients receive your services/goods? (i.e. in person, telephone, mail, internet, fax etc.)

Will you have clients or customers coming to your residence?

[] Yes If yes, how many per day? _____ How many at one time? _____

How many people work for this business and where do they work? (please include yourself)

On-site (at the home):

Off-site (away from the home):

Fulltime _____ Part-time _____ Casual/Seasonal _____ Fulltime _____ Part-time _____ Casual/Seasonal _____

If on-site, where will they park? _____

Will you be the sole owner of the business? Yes No

If no, provide the name, address, and phone number of any other owner or partner(s).

List any equipment used to operate the home-based business. _____

Do you require any equipment to be stored?

At home (list and quantity) _____

At another location (list address, material, quantity) _____

Does your business have a dedicated business vehicle? Yes No

If yes, what type? _____ What is the gross weight? Kg, length _____

Where is it kept? _____

Will material be delivered to your home? Yes No

If yes, please describe how and in what quantity _____

What is the floor area of your home? _____ ft² m²

Which rooms, if any, will be used to conduct your home-based business and what is the approximate floor area to be used?

_____ ft² m²

Describe any exterior or interior alterations/renovations that will be made in connection with the proposed home-based business

NOTE: For a **change of use, addition or alteration** to an existing building, it is recommended that you consult with the Economic, Business and Planning Department regarding **building permit or fire inspection** requirements. (306) 862-0010

You may be required to apply for additional permits or site inspections with the Economic Development, Business and Planning Department before your application is approved.

- The Business Licensing Bylaw No. 961/14 requires all businesses to obtain a Business License before beginning any operation
- Every license will be valid until the end of each calendar year (December 31)
- Changes to the information provided require that the Economic Development, Business and Planning Department be notified and the license be updated.
- A change in location requires re-application.
- A business in more than one location requires a licence for each location.
- The Town of Nipawin Business License must be prominently displayed at the place of business

Initial: _____

I give permission to list this business in the Town of Nipawin Business Directories Yes No

OFFICE USE ONLY:

ZONING / DISTRICT _____ LICENSE FEE \$ _____ File # _____

APPROVED _____ DENIED _____ COMMENTS: _____

REVIEWED BY: _____ Website Letter