

Business Licence Application Form					
Office Use Only:	Meets Zoning <input type="checkbox"/> Yes Zone District: _____	Business License Fee: _____			
Application Type: Please check what is applicable	Bylaw Requirements: <input type="checkbox"/> No <input type="checkbox"/> New Local Business <input type="checkbox"/> New Home-Based Business <input type="checkbox"/> New Non-Resident Business <input type="checkbox"/> Non-Resident <input type="checkbox"/> Renewal <input type="checkbox"/> Change of Location				
Name under which the business will operate: _____					
1. Please describe your business, including any goods or services to be provided as part of the business. _____ 2. What business activities will you perform on site and/or building(s)? _____ 3. What materials and equipment will be kept at the business location? Please describe. _____					
All Applications will be circulated to Public Health / Emergency Services / SaskPower and may require separate approvals					
Business Address: _____					
<i>Street # Street Name (Unit #) City Province Postal Code Business Phone #</i>					
Please indicate if you are the: Owner <input type="checkbox"/> Tenant <input type="checkbox"/> of the property					
If you do not own the property at the above address, have you provided a letter of consent from the property owner or property manager? <i>This application will not be processed until the consent letter is provided.</i>					<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant Status:	<input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Incorporation/Limited Company (attach Corporate Registry Profile Report)				
Applicant's Mailing Address: _____					
<i>Street # Street Name (Unit #) City Province Postal Code</i> <i>Phone Number Fax Number Cell Number E-mail Address</i>					
Please Initial:					
_____ Licenses are valid for one (1) calendar year, expiring on <u>December 31</u> of each year. _____ Cancellation or closing of your license requires <u>written</u> notification within ten (10) days of closing. _____ I have read and understand Zoning Bylaw No. 24-2014 Sec. 3.26 as it pertains to Home-Based Business regulations.					
Documents Check:	<input type="checkbox"/> <i>Property Owner Consent</i> <input type="checkbox"/> <i>Corporate Registry Profile Report</i>				
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 license fee is made to the City of Swift Current and a license has been approved by the authority having jurisdiction. Once a business license has been issued, I agree to abide by the regulations set out in The Licensing Bylaw No. 2 – 1997 as well as the Swift Current Zoning Bylaw No. 24 – 2014. Dated at the City of Swift Current, in the Province of Saskatchewan this _____ day of _____, 2018					
_____ Signature of Applicant			_____ Signature of Planning/Licensing Staff		
1. Payment must be made with this application. 2. Businesses will be fined 100% of the License Fee if not paid within forty-five (45) days from the date of this application in accordance with Section 9.4 of Bylaw No. 2 - 1997.					



City of Swift Current

Planning & Growth Development
177 - 1st Avenue NE
Swift Current, SK S9H 3W1
Phone: 306-778-2714 Fax: 306-778-2194
E-mail: plng@swiftcurrent.ca

CITY OF SWIFT CURRENT WEBSITE BUSINESS LISTING

Each business that obtains a Business Licence will be represented on the City of Swift Current Website “free of charge” at www.swiftcurrent.ca as a courtesy to help promote and advertise each business, simply by filling out the information below:

Business Name: _____

Business Address: _____

Phone 1: _____ Phone 2: _____

Cellular: _____ Fax Number: _____

Business Hours: _____

Contact Name(s): _____

Existing Web Site Address(es) to be linked to: _____

Business E-Mail Address: _____

POINT FORM DESCRIPTION – Max. 10 points (*Example: Products/Services Offered.*)

Please Print Clearly

1.
2.
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10.

To include your company logo, send electronic format by e-mail to plng@swiftcurrent.ca (file size should be under 500K and the logo should not be bigger than 1” tall X 5” wide).



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What Every Home-Based Business Operator Needs to Know

(Zoning Regulations In accordance with Section 3.26 of Zoning Bylaw No. 24 – 2014)

The City recognizes the need for some residents to use their place of residence for limited non-residential activities and that the concept of citizens working out of their residences is becoming much more accepted. At the same time, the City recognizes that there is a need to protect the integrity of residential areas from the adverse effect of non-residential activities. To balance these competing needs, the following regulations are provided to control business uses in Residential Districts and dwellings. Uses that will be allowed are those that:

- are incidental to the use of the premise as a residence;
- are compatible with residential uses;
- are limited in extent; and
- do not detract from the residential character of the district or dwelling.

Before starting your Home-Based Business, make sure you are aware of the following:

1. Number of Home-Based Businesses Permitted

Only one (1) home-based business shall be approved for each dwelling unit.

2. Display or Storage of Merchandise or Materials

- Home-based businesses shall be conducted entirely within the dwelling or an accessory building.
- There shall be no exterior display or storage of any merchandise or material relating to the home-based business.
- No merchandise shall be displayed or sold on the premises.
- Interior storage is permitted if, in the opinion of the City Fire Chief, the said storage is not likely to result in a fire hazard.
- No building shall be constructed solely for the purpose of storing goods, products, materials or equipment related to a home-based business.

3. Employees

Except for day care operations, no person other than a resident of the dwelling unit or the resident's immediate family shall be engaged in any home-based business as an employee or a volunteer.

4. Parking

The home-based business shall not cause or add to on-street parking congestion or cause an increase in traffic through Residential Districts

Parking of vehicles of employees hired for off-site jobs shall not be allowed at or in the vicinity of the dwelling unit.

No more than one (1) business vehicle, as defined in Section 1.5 of this Bylaw, for which off-street parking is provided, is allowed to be operated in connection with a home-based business.

(Page 2 ... Zoning Regulations in accordance with Section 3.26 of Zoning Bylaw No. 24 – 2014)

5. Advertising

No advertising that carries the address of the dwelling in which the home-based business is conducted shall be placed in any media.

6. Signs

No advertising sign shall be allowed on the site or premise from which the home-based business is conducted.

7. Zero Impact

No equipment or process used in the home-based business shall create dust, noise, vibration, glare, fumes, odour or air pollution that is detectable at or beyond the property lines of the lot where the home-based business is located.

8. Suitability

A home-based business shall not be permitted if, in the opinion of the authority having jurisdiction, such use would be more appropriately located within a Commercial or Industrial District.

9. Exterior Alterations

No exterior alterations shall be made to accommodate or enhance the home-based business.

10. Customer Base

Home-based businesses shall not attract customers to the dwelling.

11. Mechanical/Electrical Equipment

No mechanical or electrical equipment that could change the fire load of the dwelling unit or cause interference which affects radio, television and similar equipment outside of the dwelling unit shall be permitted.

12. Procedural Requirements

- No home-based business shall commence until application has been made to the authority having jurisdiction and a license for the home-based business has been issued.
- A home-based business license is valid only for the address shown on the license.
- A home-based business shall be permitted for the period of time the dwelling is occupied by the applicant.
- A home-based business license may be revoked if, in the opinion of Council, the regulations in this Bylaw have not been complied with, or the use creates adverse effects for residents of the neighborhood.