



1102 Fourth Street | Estevan, SK, S4A 0W7 | Tel: 306-634-1800

BUSINESS LICENCE APPLICATION

Business Information (Please Print Clearly)			
Business Name		Business Address	
Business Phone	Business Fax	Business Mailing Address	
Type of Business (Describe)		Business Location <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> N/A	
<input type="checkbox"/> I ACKNOWLEDGE THAT THIS BUSINESS NEEDS TO BE REGISTERED IN THE PROVINCE OF SASKATCHEWAN AND A COPY OF PROOF OF REGISTRATION OF THE BUSINESS NAME WITH THE CORPORATIONS BRANCH (SASKATCHEWAN) OR EQUIVALENT FEDERAL OR PROVINCIAL AGENCY MUST BE ATTACHED.			
Applicant Information (Please Print Clearly)			
Applicant Name		Applicant Phone	
Email Address <input type="checkbox"/> I would also like to receive the "INVESTEVAN" electronic newsletter from the Estevan Economic Development board.			
Applicant Mailing Address		Job Title/Relation to Business	
Contact Name (if different than applicant)		Contact Phone (if different than applicant)	
<p>Declaration of Applicant I hereby certify that all statements contained within this application are true, and I make this solemn declaration conscientiously believing it to be true, and knowing that it is the same force and effect as if made under oath, and by virtue of the <i>Canada Evidence Act</i>.</p>			
Applicant's Signature _____		Date _____	
Department Approvals (Signatures Required)			
If authorized approvals are not obtained, this license can not be issued			
CITY OF ESTEVAN			FEES:
Land Development Manager	Permit Number	NA <input type="checkbox"/>	
Building Official	Permit Number	NA <input type="checkbox"/>	
ESTEVAN FIRE & RESCUE			
Fire Inspection	Permit Number	NA <input type="checkbox"/>	TOTAL:
MESSAGE & TAXI ONLY			
POLICE SERVICES: <input type="checkbox"/> Criminal Record Check <input type="checkbox"/> Insurance/License (SGI) <input type="checkbox"/> Certificate of Good Moral <input type="checkbox"/> Vehicle Information (SGI)			
RESTURANTS & FOOD TRUCKS ONLY			
PUBLIC HEALTH: <input type="checkbox"/> Inspection SASKENERGY: <input type="checkbox"/> Gas Inspection			

Approved

Authorizing Signature

Date

The following requirements must be obtained in order prior to receiving business licence and must be included with application:

- Land Development | Zoning
- Certificate of Registration or GST Number
- Building Official | Building Permit
 - \$6.00/\$1000.00 Construction Value or Minimum of \$100.00
 - \$20.00 Sama Fee
- Estevan Fire Services | Fire Inspection
 - \$75.00

Depending on the type of Business additional documents/fees may be required including:

Taxi & Massage

- Estevan Police Service | Criminal Record Check/Certificate of Good Moral
 - \$40.00
- SGI Insurance/Vehicle Information

Food Trucks/Restaurants

- Public Health | Health Inspection
- SaskPower | Gas Inspection

Make cheques payable to: City of Estevan

Forward the **completed application** form and any necessary supporting documents to:

City of Estevan
1102 4th Street
Estevan SK S4A 0W7

For more information contact us at:
bclerk@estevan.ca or call 306-634-1812
aux.clerk@estevan.ca or call 306-634-1800