

Business Licence Application Form

Office Use Only:	Meets Zoning <input type="checkbox"/> Yes Zone District: _____ Bylaw Requirements: <input type="checkbox"/> No	Business License Fee:
Application Type: Please check what is applicable	<input type="checkbox"/> New Local Business <input type="checkbox"/> New Home-Based Business <input type="checkbox"/> New Non-Local Business <input type="checkbox"/> Renewal <input type="checkbox"/> Change of Location (No fee) <input type="checkbox"/> Change of Ownership (No fee)	

Business Name: _____

Business Address: _____

Business Mailing Address: _____
(if different than Business Address)

Business Phone Number: _____ **Business e-mail:** _____

1. Briefly describe the activities/services your business provides: _____

2. Briefly describe the materials/equipment kept at the business location: _____

If your Business is local, please indicate if you are the: **Property Owner** **OR** ***Tenant**

*If you do not own the property at the above address, have you provided a letter of consent from the property owner/property manager, or a signed Lease Agreement? Yes

Applicants Name: _____ **Applicants phone/email:** _____

Business Owners Name: _____

Business Owners Address: _____

Please Read and Initial:

____ I understand Licenses are valid for one (1) calendar year, expiring on December 31 of each year.

____ I understand that closing or cancelling of the license, and yearly license renewal, requires written notification within ten (10) days of closing, and failure to do so may result in Violation Notices being issued.

____ I understand that the application will also be circulated to Public Health, Emergency Services, SaskPower & SaskEnergy and they may contact me at any time for separate approval.

____ (Home Based Business) I have read the Home-Based Business Regulations (last 2 pages of this application form) and understand my business must remain in compliance with these regulations, as per Zonning Bylaw No. 24-2014.

I hereby certify that the information contained in this application is complete and true and I agree to commence business activities 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.

Signature of Applicant

Date (dd/mm/year)

Signature of Planning/Licensing Staff



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: bylaw@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

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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.