

Obtaining a Business License

Obtain the form for a *Business License* online at www.martensville.ca or from City Hall.



Return completed application with any supporting documents and a cheque made payable to the "City of Martensville" for the particular Business License fee to the Planning Department, Box 970, Martensville SK, S0K 2T0. Or drop it off at 37 Centennial Dr. S..



The City of Martensville may issue business licenses in the following circumstances:

- The required application has been completed
- The required license fee has been paid
- The business or the premises it occupies complies with all the zoning, building, plumbing and other requirements of the City
- If required, the necessary provincial or federal license has been produced
- If required, the necessary written approval of Saskatoon District Health has been produced



Any license issued under the Business Bylaw must be **displayed** in a prominent place at the location of business for which it was issued. The license must be produced for **inspection** purposes, upon request of the City Manager, a Bylaw Enforcement Officer, or Peace Officer.

Things to Remember

- If a business is carried on at **more than one location**, a license is required for each site.
- A person must **renew** their license annually (including fee re-submittal) or purchase a license for each project.
- A person must notify the City if a **discontinuance or change** in the business' size, nature, or location occurs. A person purchasing or taking over an existing business must apply for a new license but will not be required to pay a new license fee.

City of Martensville

Planning and Regulations Department
City Hall
37 Centennial Dr. S.

Phone: (306) 931-2166
Fax: (306) 933-2468
E-mail: planningclerk@martensville.ca
Website: www.martensville.ca

BUSINESS LICENSING

City of Martensville
Planning & Regulations
Department



Phone: (306) 931-2166

Business License Guidelines

The City of Martinsville's *Business Licensing Bylaw* aims to regulate businesses, ensure compliance with land-use and building regulations, gather land use information, and facilitate planning decisions.

No person may carry on any business in the City of Martinsville without a license.

For purposes of definition, **business** indicates any of the following activities, whether or not for profit and however organized or formed:

- a commercial, merchandising or industrial activity or undertaking;
- the carrying on of a profession, trade, occupation, calling or employment;
- an activity providing goods or services

In accordance with the Zoning Bylaw, a *Development Permit* will be required prior to the issuance of a *Business License* for certain businesses. These include, but are not limited to, Home-Based Businesses and Store-Front Businesses.

For a copy of the Business Bylaw and/or Zoning Bylaw, please visit the City of Martinsville's website at www.martensville.ca

Schedule of Fees and Business Classes:

Permanent Locations:

License fee for Store-Front businesses: New Application \$100 or Annual Renewal \$75

Store-front business means any business located in any of the commercial, mixed use (excluding home based businesses) or industrial districts as shown on the Zoning District Map in the Martinsville Zoning Bylaw.

License fee for Home-Based businesses: New Application \$100 or Annual Renewal \$75

Home-based business is an accessory use of a dwelling unit by a resident of the dwelling for a business which is secondary and incidental to the primary use of the dwelling as a residence, and does not change the residential character of the buildings or site.

Transient Traders:

License fee for Contractors: Annual \$200 or Per Project \$75

Contractor indicates a person who constructs, alters, maintains, repairs or removes buildings or structures, installs heating plants, plumbing or other fixtures, or performs other similar work and who does not have a business premises in the City.

License fee for Direct Sellers: \$100

Direct Seller indicates a person who does not have a business premises in the City and: goes from house to house selling or offering for sale, or soliciting orders for the future delivery of goods or services; and/or by telephone offers for sale or solicits orders for the future delivery of goods or services

License fee for Farmers' Market (per location): New Application \$100 or Annual Renewal \$75

Farmers' Market indicates a group of persons operating collectively to sell products that they bake, make, or grow.

License fee for Mobile Food Vendor (per unit): \$250

Other Businesses:

License fee for Taxi-Cabs: New Application \$100 or Annual Renewal \$75

License fee for Circus and/or Carnival or Rodeo Promoters: \$100

License fee for Unclassified: New Application \$100 or Annual Renewal \$75

Please refer to the City of Martinsville's Business Licensing Bylaw for a list of offenses & penalty fees.

This brochure contains general information about Business Licensing. Specific information regarding Home-Based Businesses, Store-Front Businesses, and Contractor Licensing can be found in the Business License Bylaw and Zoning Bylaw.

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