



Business Licence Application Form

SECTION 1 – APPLICATION INFORMATION

Date of Application: _____

Business Licence Type:

Resident Business Licence \$95/year
My business operates in part or in whole within the city, and maintains a permanent business property within the Fort Saskatchewan corporate limits

I have included a copy of my
Development Permit with my application

Non Resident Business Licence \$320/year
My business operates in part or in whole within the city, but does not maintain a permanent business property within the Fort Saskatchewan corporate limits

Temporary Business Licence \$100/28 days
Valid for 28 consecutive days

SECTION 2 - BUSINESS INFORMATION

Business Name: _____

Business Legal Name: _____

Business Address (cannot be a P.O box) _____

City: _____ Province: _____ Postal Code: _____

Business Phone number: _____

Business Email Address: _____

Business Website: _____

Describe what your business does (in 30 words or less):

Floor Area: Office/Retail _____ sq. ft. Storage _____ sq. ft. Total _____ sq. ft.

Number of employees: Full Time _____ Part Time _____

SECTION 3 - BUSINESS DIRECTORY

Display my business name, business address, business phone number, and business email publicly in the City of Fort Saskatchewan Business Directory?

Yes

No

SECTION 4 - NORTH AMERICAN INDUSTRY CLASSIFICATION (NAICS)

Business NAICS Classification Code: _____

Use the attached NAICS Code Identification Tool or visit www.naics.com/search to identify your NAICS classification code.

SECTION 5 - BUSINESS OWNER INFORMATION

Owner(s) Full Name (s): _____

Ownership Type: Corporation Society Partnership
Limited Partnership Individual/Sole Proprietorship

Owner's Mailing Address: _____

City: _____ **Province:** _____ **Postal Code:** _____

Owner's Email Address: _____

This email address will be attached to your Cityview Portal account, where you can renew your business licence online.

Owner's Phone Number: Primary _____ Secondary _____

Preferred Method of Contact: Email Phone Mail Fax

SECTION 6 – NON-PROFIT OR CHARITABLE ORGANIZATION

*Complete this section **ONLY** if you are applying on behalf of a non-profit or charitable organization.*

Non Profit or Charitable Number: _____

I have included a copy of a Confirmation of Registration, a Charity Registration Number, or other government authorization.

I have included a document which states the purpose of the organization, organizational structure, and a description of the activities that will be undertaken within the City.

SECTION 7 - HAZARDOUS MATERIALS

If hazardous materials and/or chemicals are used or stored at your business location, please list them:

SECTION 8 - PROFESSIONALS

I am exempt from requiring a Municipal Business Licence, as I am a registered member of a professional association regulated under provincial or federal legislation, however I wish to apply for a Municipal Licence **free of charge**.

I have included a copy of my professional organization membership.

SECTION 9 – APPLICANT SIGNATURE

Applicant's Name: _____ **Applicant's Signature:** _____

The personal information requested on this form is being collected for the issuing and administration of Business Licenses in the City of Fort Saskatchewan under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection, please contact the City of Fort Saskatchewan FOIP Coordinator at (780) 992-6236.

For assistance completing your application, call 780-992-6198 or email fortplanning@fortsask.ca.

NAICS Code Identification Tool

Please use this tool to identify the code which best fits your business.

For assistance identifying the correct subsector for your business visit www.naics.com/search.

Agriculture, Forestry, Fishing and Hunting	
Crop Production	111
Animal Production and Aquaculture	112
Forestry and Logging	113
Fishing, Hunting and Trapping	114
Support Activities for Agriculture and Forestry	115

Mining, Quarrying, and Oil and Gas Extraction	
Oil and Gas Extraction	211
Mining and Quarrying (except Oil and Gas)	212
Support Activities for Mining and Oil and Gas Extraction	213

Utilities	
Utilities	221

Construction	
Construction of Buildings	236
Heavy and Civil Engineering Construction	237
Specialty Trade Contractors	238

Manufacturing	
Food Manufacturing	311
Beverage and Tobacco Product Manufacturing	312
Textile Mills	313
Textile Product Mills	314
Clothing Manufacturing	315
Leather and Allied Product Manufacturing	316
Wood Product Manufacturing	321
Paper Manufacturing	322
Printing and Related Support Activities	323
Petroleum and Coal Product Manufacturing	324
Chemical Manufacturing	325
Plastics and Rubber Products Manufacturing	326
Non-metallic Mineral Product Manufacturing	327
Primary Metal Manufacturing	331
Fabricated Metal Product Manufacturing	332
Machinery Manufacturing	333
Computer and Electronic Product Manufacturing	334
Electrical Equipment, Appliance, and Component Manufacturing	335
Transportation Equipment Manufacturing	336
Furniture and Related Product Manufacturing	337
Miscellaneous Manufacturing	339

Wholesale trade	
Farm Product Merchant Wholesalers	411
Petroleum and Petroleum Products Merchant Wholesalers	412
Food, Beverage and Tobacco Merchant Wholesalers	413
Personal and Household Goods Merchant Wholesalers	414
Motor Vehicle and Motor Vehicle Parts and Accessories Merchant Wholesalers	415
Building Material and Supplies Merchant Wholesalers	416
Machinery, Equipment and Supplies Merchant Wholesalers	417
Miscellaneous Merchant Wholesaler	418
Business-to-Business Electronic Markets, and Agents and Brokers	419

Retail Trade	
Motor Vehicle and Parts Dealers	441
Furniture and Home Furnishings Stores	442
Electronics and Appliance Stores	443
Building Material and Garden Equipment and Supplies Dealers	444
Food and Beverage Stores	445
Health and Personal Care Stores	446
Gasoline Stations	447
Clothing and Clothing Accessories Stores	448
Sporting Goods, Hobby, Book, and Music Stores	451
General Merchandise Stores	452
Miscellaneous Store Retailers	453
Non-store Retailers	454

Transportation and Warehousing	
Air Transportation	481
Rail Transportation	482
Water Transportation	483
Truck Transportation	484
Transit and Ground Passenger Transportation	485
Pipeline Transportation	486
Scenic and Sightseeing Transportation	487
Support Activities for Transportation	488
Postal Service	491
Couriers and Messengers	492
Warehousing and Storage	493

Information and Cultural Industries	
Publishing Industries (except Internet)	511
Motion Picture and Sound Recording Industries	512
Broadcasting (except Internet)	515
Internet Publishing and Broadcasting	516
Telecommunications	517
Data Processing, Hosting, and Related Services	518
Other Information Services	519

Finance and Insurance	
Monetary Authorities - Central Bank	521
Credit Intermediation and Related Activities	522
Securities, Commodity Contracts, and Other Financial Investments and Related Activities	523
Insurance Carriers and Related Activities	524
Funds, Trusts, and Other Financial Vehicles	526

Real Estate and Rental and Leasing	
Real Estate	531
Rental and Leasing Services	532
Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)	533

Professional, Scientific, and Technical Services	
Professional, Scientific, and Technical Services	541

Management of Companies and Enterprises	
Management of Companies and Enterprises	551

Administrative and Support and Waste Management and Remediation Services	
Administrative and Support Services	561
Waste Management and Remediation Services	562

Educational Services	
Educational Services	611

Health Care and Social Assistance	
Ambulatory Health Care Services	621
Hospitals	622
Nursing and Residential Care Facilities	623
Social Assistance	624

Arts, Entertainment and Recreation	
Performing Arts, Spectator Sports and Related Industries	711
Heritage Institutions	712
Amusement, Gambling and Recreation	713

Accommodation and Food Services	
Accommodation Services	721
Food Services and Drinking Places	722

Other Services (except Public Administration)	
Repair and Maintenance	811
Personal and Laundry Services	812
Religious, Grantmaking, Civic, Professional, and Similar Organizations	813
Private Households	814

Public Administration	
Federal Government Public Administration	911
Provincial and Territorial Public Administration	912
Local, Municipal and Regional Public Administration	913
Aboriginal Public Administration	914
International and Other Extra-Territorial Public Administration	919