



City of Humboldt

P.O. Box 640

Humboldt, SK S0K 2A0

Phone: 306-682-2525 Fax: 306-682-3144

E-mail: info@humboldt.ca

Business Licence Application Form				
Office Use Only:	Meets Zoning <input type="checkbox"/> Yes <input type="checkbox"/> No	Zone District:	Business License Fee:	
Application Type: Please check what is applicable	<input type="checkbox"/> Store Front Business <input type="checkbox"/> Home-Based Business <input type="checkbox"/> Type I or <input type="checkbox"/> Type II (See definitions) <input type="checkbox"/> New Business <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. _____ 4. How many people are employed at this business? _____				
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			
(Please Print) Name of Applicant _____				
Mailing Address: _____ <i>P.O Box # Street Name 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. 04/2016 Sec. 4.9 as it pertains to Home-Based Business regulations.				
Documents Check:	<input type="checkbox"/> Property Owner Consent			
I hereby certify that the information contained in this application is complete and true and I agree to abide by any applicable provincial/federal regulations in respect to the business. I agree to abide by the regulations set out in The Licensing Bylaw No. 06/2019 as well as the City of Humboldt Zoning Bylaw No. 04/2016. Dated at the City of Humboldt in the Province of Saskatchewan this _____ day of _____, 2024.				
Signature of Applicant _____		Signature of Licensing Staff _____		
1. Payment must be made with this application. 2. Businesses will be fined \$400 if they are in operation without a business license in accordance with Section 5 of the City's Business Licensing Bylaw.				



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CITY OF HUMBOLDT WEBSITE BUSINESS LISTING

Each business that obtains a Business Licence can be represented on the City of Humboldt Website "free of charge" at www.humboldt.ca as a courtesy to help promote and advertise each business. Please fill out the information below if you wish to have your business listed on the City of Humboldt's Website:

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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To include your company logo, send electronic format by e-mail to communicationscoordinator@humboldt.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 4.9 of Zoning Bylaw No. 04/2016)

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. All applications will be considered as either a Type I or Type II Home Based Business.

Type I – Home Based Business – is a home-based business owned and operated by a resident or residents of the dwelling unit, where only residents may be employed on the site.

Type II – Home Based Business – is a home-based business owned and operated by a resident or residents of the dwelling unit, where up to one non-resident person may be employed on the site.

2. **Type I – Home Based Business Regulations**

- No persons other than residents of the dwelling shall be employed in the home-based business.
- Must be conducted entirely indoors, and no more than 25% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 30 M², may be occupied by the home-based business.
- An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to the home based business does not exceed 60 m² on the site and no require parking spaces associated with the principal use are occupied by the home based business.
- No exterior storage is allowed in relation to the home-based business and no exterior alterations are permitted that are not consistent with the residential character of the building.
- One exterior sign is permitted but it must be mounted flush with the dwelling unit and not exceed 0.4 m². The sign can not be electrified or animated.
- No noise, vibration, smoke, dust, odors, heat, glare, electrical, television, or radio interference detectable beyond the boundaries of the home-based building shall be produced.
- No more than one business related vehicle may be stored on or in the vicinity of the site.
- Regardless of the number of home based businesses that may be located on any one site, a total of no more than two (2) client or business related visits per day shall be made to home based businesses and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg. or with a total length of more than 6.7 meters.
- A total of no more than 2.0 cubic meters of storage may be permitted within a dwelling on any one site, and a total of nor more than 4.0 cubic meters of storage may be permitted within an attached or detached accessory building.
- No hazardous, explosive or flammable materials can be stored on site.



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3. Type II – Home Based Business Regulations

- No more than one non-resident person shall be employed in the home-based business on any one site.
- Must be conducted entirely indoors, and no more than 25% of the gross floor area of the dwelling, including the area of the basement and any attached garage, up to a maximum of 60 square meters may be occupied by the home-based businesses.
- An attached garage or detached accessory building may be occupied by a home based business, provided that the total area devoted to the home based business does not exceed 60 m² on the site and no required parking spaces associated with the principal use are occupied by the home based businesses.
- No exterior storage is allowed in relation to the home-based business and no exterior alterations are permitted that are not consistent with the residential character of the building.
- One exterior sign is permitted but it must be mounted flush with the dwelling unit and not exceed 0.4 m². The sign can not be electrified or animated.
- No noise, vibration, smoke, dust, odors, heat, glare, electrical, television, or radio interference detectable beyond the boundaries of the home-based building shall be produced.
- One off-street parking space is required for a non-resident employee, and this space may be located in a required front yard. Additional off-street parking spaces may be required, where in the opinion of the Development Officer, due to the nature of the business or the site, the provision of parking is necessary to maintain the residential character of the area.
- Regardless of the number of home based businesses that may be located on any one site, a total of no more than twelve (12) client or business related visits per day shall be made to home based businesses and no deliveries of merchandise, goods or equipment shall be made to the business by a vehicle with a gross vehicle weight of more than 5,455 kg. or with a total length of more than 6.7 meters.
- A total of no more than 2.0 cubic meters of storage may be permitted within a dwelling on any one site, and a total of nor more than 4.0 cubic meters of storage may be permitted within an attached or detached accessory building.
- No hazardous, explosive or flammable materials can be stored on site.

4. 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.