



Business License Application

Please complete all sections of this form. Incomplete applications may delay processing.

Business Name: _____

Owner's Name(s): _____

Business Mailing Address: _____

Phone Number: (H) _____ Business Email: _____

(C) _____

Website: _____

Category (please check the appropriate category)

Perpetual (Local Businesses Only)	Periodic (Outside Businesses Only)	
Business Location:	☐ Outside Contractors	\$ 150/year
☐ Commercial/Industrial (Complete Page 2)	☐ Direct Sellers	\$ 150/year
☐ Homebased (Complete Pages 3 and 4)	☐ Direct Sales	\$ 150/year
Is this business a:	☐ Mobile Vendors *	\$ 150/year
☐ Day Care	☐ Transient Traders *	\$ 150/year
☐ Group Home	☐ Exhibitions, Tradeshows, Markets *	\$ 150/event
☐ Student Businesses	*Complete Page 5	

Business Use: Please describe the business:

I/We authorize that the Business name and contact information as provided above may be posted on the Village of Air Ronge Business Directory Website. ☐ Yes ☐ No

Please note: This is an application only. If your license application is approved, you will receive confirmation by mail, email or telephone. Your application is not approved until the applicable fee is paid and you receive your license from the Village of Air Ronge.

- *The Business License Bylaw* requires all businesses to obtain a Business License before beginning operation.
- Changes to any of the information on the application require that the Village of Air Ronge be notified through a new application for the license to be updated and considered valid.
- Periodic Business license holders will not receive annual renewal invoices – a new application is required each year.

Acknowledgment of Responsibility

Information on policies and bylaws can be found on the Village of Air Ronge website www.airronge.ca.

- I agree to operate my business as required under the *Business License Bylaw*.
- The issuing of a license to a person by the Village does not relieve that person of the responsibility to obtain any federal or provincial license that may be required by law. _____(Initial)
- I hereby agree to comply with the OCP, Zoning Bylaw and Building Bylaw of the Village of Air Ronge and acknowledge that it is my responsibility to ensure compliance with these and other applicable bylaws, provincial acts and regulations regardless of any plan review or inspection that may or may not be carried out by the Village of Air Ronge or its authorized representatives. I agree to conduct in accordance with the information provided by me in this application and will obtain all other work permits required in conjunction with my developments.
- I hereby declare that the above information is correct.

Applicant Name: _____

Applicant Signature: _____

Date: _____

For Office Use

Fee Paid: ☐ \$0 ☐ \$150

Date of Payment:

License Approved:

VILLAGE OF AIR RONGE



Commercial and Industrial License Application This is not the approval of your Commercial and Industrial Business License

I hereby make application for a permit to develop a business according to the information below and to the plans and documents attached to this application.

Business Information

Business Civic Address (Including Unit)	Legal Description Lot_____ Blk/Par_____ Plan_____
Is this business a proposed change in land or building use? ☐ Yes ☐ No If yes to either of these, a Development and Building Permit is required.	Is any construction required? ☐ Yes ☐ No
Registered Business Name (If different from operating name.)	Number of Employees on site
Site Plan – Please include buildings on site, any proposed buildings, parking, fencing, signage, property lines, known utilities, driveways, and roadways.	
Owner's Name:	
Owner's Mailing Address:	
Owner's Phone Number: (H): _____ (C): _____	Owner's Email Address:

Applicant Name: _____

Applicant Signature: _____

Date: _____



Home Based Business License Application
This is not the approval of your Home Based Business License

Civic Address: _____

Legal Land Description: Lot: _____ Block: _____ Plan: _____

Is there any construction required. ☐ Yes ☐ No

If yes, please describe _____

Portion of Residence being used _____

Portion of garage or accessory building being used _____

Will you be the sole owner of the business? ☐ Yes ☐ No

Number of employees who reside at this address. _____

Number of employees who do not reside at this address. _____

Do your employees come to your residence? _____

If so, for what purpose? _____

While at your residence, where will your employee(s) park? _____

Will you have customers/clients coming to your residence? ☐ Yes ☐ No

If yes, which days/times? _____

How many customers/clients are expected at your residence per day? _____

Will materials and/or equipment (hand tools or large equipment) be used in the operation of your business?

If yes, please describe materials and/or equipment and storage plan:

Will materials used in connection with your business be delivered to your residence? ☐ Yes ☐ No

If yes, what kind of material will be delivered? _____

How frequently? _____

What type of vehicle will make the deliveries? _____

Do you operate a separate/commercially licensed vehicle in connection with your business? ☐ Yes ☐ No

Describe size and type (length & width) of vehicle? _____

Where will it be parked? _____

Will your business be involved in providing goods or services at job site(s) away from your residence? (e.g. Carpet cleaning, home renovations etc.) ☐ Yes ☐ No

Other relevant information: _____



Home Based Business License Application

This is not the approval of your Home Based Business License

The Village of Air Ronge Zoning Bylaw 187/00.

Please review and sign below to confirm that you understand and will follow each of the following standards:

Type I Home Based Businesses:

- 1) No persons other than the residents of the dwelling shall be employed in the home based businesses on the site;
- 2) Home based businesses shall 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, may be occupied by home based businesses;
- 3) An attached garage or detached accessory building may be occupied by a home based business, provided that no required parking spaces associated with the principal use are occupied by home based businesses;
- 4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the buildings and property;
- 5) No noise, vibration, smoke, dust, odors, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced;
- 6) No more than one business related vehicle with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site.
- 7) No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.

Type II- Home Based Business

- 1) In accordance with the definition of a type II home based business, no more than one non-resident person shall be employed in relation to home based businesses on any one site;
- 2) Home based businesses shall 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, may be occupied by home based businesses;
- 3) An attached garage or detached accessory building may be occupied by home based businesses, provided that no required parking spaces associated with the principal use are occupied by home based businesses;
- 4) There shall be no exterior storage on the site in relation to the home based business, and no exterior alterations shall be permitted that are not consistent with the residential character of the building and property;
- 5) No noise, vibration, smoke, dust, odors, heat, glare, electrical, television or radio interference detectable beyond the boundaries of the building containing the home based business shall be produced;
- 6) One off-street parking space shall be 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 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. The siting and screening of all required parking spaces shall be undertaken to the satisfaction of the Development Officer.
- 7) No more than one business related vehicle with a gross vehicle weight of no more than 5,000 kg and a total length of no more than 6.0 metres may be stored on or in the vicinity of the site.
- 8) No storage of hazardous, explosive or flammable materials shall be permitted in relation to a home based business.

Applicant's Name: _____

Applicant Signature: _____

Date: _____



Transient Trader, Markets, Exhibitions and Tradeshow
This is not the approval of your Transient Trader, Markets, Exhibitions and Tradeshow
Business License

Event Description: (Please Print Clearly)

Please describe the primary function of the event:

Event Date(s): _____

Event Location: _____

Estimated Number of Vendors: _____

Estimated Number of Attendees/Customers per day/event: _____

1. A Mobile Vendor must provide the items below before the license is issued:
 - Liability insurance of \$ 2,000,000 needs to be provided by the Vendor
 - Approval from Saskatchewan Health Authority
 - Fire inspection approval (Depending on the anticipated event volumes and/or location, the Fire Chief may require the event organizers provide an event safety plan and arrange for an inspection prior to the event)
 - Motor vehicle insurance (if mobile food truck)
 - Discharge management plans (Fats, Oils, Grease, Grey Water Disposal Plan)
 - Photographs of the unit/truck being used
2. A license issued for a mobile vendor is only valid for the location specified in the license. Written approval must be provided from the organizer prior to the business setting up at any of the following locations:
 - Private Property
 - Special Events
 - Festivals
 - Heritage Park
3. A license will not be issued for businesses for a location on public right-of-war or a sidewalk, until the applicant has received approval from the Village per the Streets and Roads Bylaw 2025-04 (See Form A).
4. With few exceptions licenses with be valid until the end of each calendar year (December 31)
5. The Village of Air Ronge license must be produced upon request.

Applicant's Name: _____

Applicant Signature: _____ Date: _____