

Obtaining a Business License

- ⇒ Obtain the business license form online at <http://dalmeny.ca> or from the Town Office.
- ⇒ Return completed application and a cheque made payable to the “Town of Dalmeny” for the particular Business License fee to Box 400, Dalmeny, SK S0K 1E0 or drop it off at the Town Office at 301 Railway Avenue.
- ⇒ The Town of Dalmeny may issue a business license 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, water and sewer and other bylaws of the Town.
 - If required, the necessary provincial or federal license 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 Town Administrator, a Bylaw Enforcement Officer, or Peace Officer.

Things to Remember

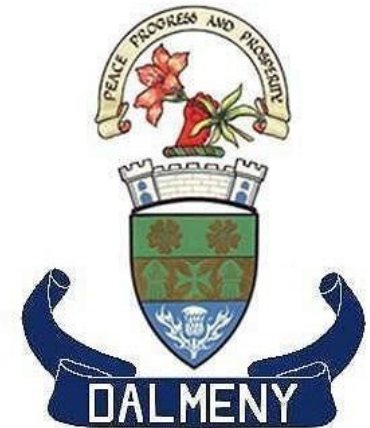
- If a business is carried on at more than one location, a license is required for each site.
- A person must renew their license annually (including fee re-submittal) or purchase a license for each project.
- A person must notify the Town if a discontinuance or change in the business’ size, nature, or location occurs. A person purchasing or taking over an existing business must notify the Town of any changes to the business contact information. The new license will expire at the end of the original license period.

Town of Dalmeny

Box 400
Dalmeny, SK
S0K 1E0

Phone: (306) 254-2133
Fax: (306) 254-2142
E-mail: dalmenytownoffice@sasktel.net
Website: www.dalmeny.ca

Town of *Dalmeny*



Business Licensing

Phone: (306) 254-2133

Business License Guidelines

The Town of Dalmeny'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 Town of Dalmeny 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 Town of Dalmeny's website at www.dalmeny.ca.

Schedule of Fees and Business Classes:

License fee for Store Front businesses \$100

Store-front business indicates any business located in the commercial and/or industrial district(s), as shown on the Zoning District Map in the Town Zoning Bylaw. *New businesses also need a Development Permit Application.*

License fee for Home-Based businesses \$100

Home-based business indicated business located on land or within a building where the land or building is primarily used for residential purposes and the owner(s) are the full-time residents. *New businesses need a Development Permit and Home-Based business Application.*

License fee for Contractors (Annual) \$100

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 in the Town and who does not have a business premises in the Town.

License fee for Contractors (special-per project) \$250

License fee for Direct Sellers \$100

Direct Seller indicates a person who does not have a business premises in the Town 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 Transient Traders \$100

Transient trader indicates a person carrying on business in a municipality who:

- offers goods or merchandise for sale by retail or auction; or
- solicits any person who is not a wholesaler or retail dealer for orders for the future delivery of goods or merchandise;

But does not include a person who is required to be licensed pursuant to *The Direct Sellers Act* or who is an occupant of property that is used for business purposes.

Please refer to the Town of Dalmeny's Business Bylaw for a list of offenses and penalty fees.

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

Town of Dalmeny

Box 400
Dalmeny, SK
S0K 1E0

Phone: (306) 254-2133

Fax: (306) 254-2142

E-mail: dalmenytownoffice@sasktel.net