

Important References

There are a wide variety of publications including the Annual Report and Business Profile, which provide helpful information to start and grow your business. These are available for pickup at:

Business License Program
Community Standards
3rd Floor City Hall, 222 3rd Avenue N
Saskatoon, SK S7K 0J5

Many of these resources are also available on our website at www.saskatoon.ca/businesslicense.

Business Start-up Guide

The Business Start-Up Guide is a convenient resource for starting your business. The Guide contains information pertaining to many specific types of commercial businesses, along with a companion Business Start-Up Checklist.

Information regarding business and land-use regulations and the city's plan for current and long range development are also available, including:

- Business License Bylaw 8075
- Official Community Plan 8769
- Zoning Bylaw 8770

These documents are available on our website at www.saskatoon.ca/businesslicense.

BizPal (www.bizpal.ca)

BizPal is an innovative online project designed to help Canadian businesses save time when accessing licensing and permit information from multiple levels of government. Simply answer a series of questions on the type of businesses you want to start. BizPal will automatically generate a list of all required permits and licenses from the three levels of government along with other basic information.



For more information contact:

Business License Program
Community Standards
222 3rd Avenue North
Saskatoon SK S7K 0J5

Phone: (306) 975-2760
Fax: (306) 975-7712

Website: www.saskatoon.ca/businesslicense

Email: business.license@saskatoon.ca

Office Hours

Monday - Friday, 8:00 a.m. to 5:00 p.m.



March 2017



Sidewalk Cafe License



This pamphlet has no legal status and cannot be used as an official interpretation of the various codes and regulations currently in effect. Users are advised to contact Community Standards for assistance, as the City of Saskatoon accepts no responsibility to persons relying solely on this information.



Sidewalk Cafe License

The City of Saskatoon Sidewalk Cafe Guidelines require that all food and beverage businesses wishing to extend their premises onto City property obtain a Sidewalk Cafe license prior to starting operations. A valid City of Saskatoon Commercial Business License is required in order to receive a Sidewalk Cafe license, which is non-transferable and valid only for the location specified on the license. The purpose of the license is to ensure Sidewalk Cafes are established in a safe and orderly manner and to promote pedestrian uses and increase street-level activity.

Standards to consider before starting a Sidewalk Cafe:

Sidewalk Cafe Conditions of Approval

The following list is a summary. The full list of Sidewalk Cafe Guidelines can be found at www.saskatoon.ca/businesslicense

- Sidewalk Cafes shall be located adjacent to an existing restaurant and shall be considered an accessory use, and shall be operated for **no longer** than the operating hours of the principle use to which it is an accessory.
- The operator of a Sidewalk Cafe must carry a **minimum** of \$2,000,000 liability insurance.
- A minimum clear passage way of not less than **2.0 metres** for pedestrians shall be maintained between the Sidewalk Cafe and the curb or any physical obstructions. Perimeter fences shall not exceed **1 metre** in height and cannot obstruct vehicular view angles.
- The operator shall maintain an unobstructed walkway at a minimum width of **1.5 metres** to the entrance of the building. The Sidewalk Cafe shall be wheelchair accessible.
- The Sidewalk Cafe operator shall maintain the Sidewalk Cafe area and the immediately adjacent area in a clean and safe condition at all times.
- A Sidewalk Cafe or any portion of a Sidewalk Cafe **shall not** be located above an underground electrical vault.

Approving Agencies

Once your application is received, it will be referred to the following agencies for approval:

- Saskatoon Health Region
- Saskatoon Police Services
- Saskatoon Fire Department
- Internal City Departments – Transportation and Neighbourhood Planning

If applicable, the application will also be forwarded to Saskatchewan Liquor and Gaming Authority, Saskatoon Light & Power, and the local Business Improvement District.

How long is a Sidewalk Cafe license valid and how is it renewed?

A Sidewalk Cafe license is valid until December 31st of the same calendar year. The expiration date is noted on the license. Annual renewal forms are mailed in early spring. Signed and dated renewal notices are to be returned with all applicable documentation. There is no yearly renewal fee.



We're here to help...

Business License Program offices are open 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding statutory holidays). Please feel free to stop in or call us at (306) 975-2760. You can also email us at business.license@saskatoon.ca.

How to Apply

Application forms are available at City Hall:

Business License Program
Community Standards
3rd Floor, 222 3rd Avenue North
Saskatoon, SK S7K 0J5

Application forms are also available on our website at www.saskatoon.ca/businesslicense

To apply for a Sidewalk Cafe License, a **Sidewalk Cafe Application Form** must be completed and submitted to the Business License Program. A **site plan**, drawn relatively to scale, is required to be submitted with the application.

Submit your completed form and any supporting documents by mail or in person to the address noted above.

Sidewalk Cafe Applications can also be submitted electronically by email to:
business.license@saskatoon.ca
or by fax to (306) 975-7712.

The Process

Business License Program staff will review your application for compliance with the Sidewalk Cafe Guidelines, and your application will be referred to other government agencies for approval. If there are any questions or additional information is required, our staff will contact you. Once your application is approved you will receive written confirmation and your license by mail. Being granted a City of Saskatoon business and Sidewalk Cafe license does not relieve the applicant from complying with all Municipal Bylaws or Provincial and Federal legislation.

NOTE: It will take 7 to 10 business days to process your Sidewalk Cafe license application.

Sidewalk Cafe License Fees

There is **no additional fee** to apply for a Sidewalk Cafe license – it is considered an addition to the existing Commercial Business License.

