

## BUSINESS LICENCES



SEE APPROVAL APPLICATION CHECKLIST ON REVERSE

BUSINESS TYPE	LICENCE VALIDITY	DEVELOPMENT PERMIT REQUIRED	FEE	ADDITIONAL NOTES
<b>GENERAL LICENCES</b>				
<b>A (Small)</b> under 500 sq.ft.	Full Year or Short-Term	Yes/No	\$160	General A licences include numerous business functions such as temporary or pop-up organizations.
<b>B (Medium)</b> 500-4,999 sq.ft.	Full Year or Short-Term	Yes	\$245	
<b>C (Large)</b> 5,000+ sq.ft.	Full Year or Short-Term	Yes	\$510	
<b>NON-RESIDENT LICENCES</b>				
<b>A (Regional)</b>	Full Year or Short-Term	N/A	\$550	Includes any hawkers/peddlers or any business outside the City within the boundary established in accordance with Schedule "C" of Bylaw 26-2023.
<b>B (Non-Regional)</b>	Full Year or Short-Term	N/A	\$600	Includes any hawkers/peddlers or any business located outside the City and outside the boundary established in accordance with Schedule "C" of Bylaw 26-2023.
<b>SPECIAL LICENCES</b>				
<b>Child Care Facility</b>	Full Year or Short-Term	Yes	\$25	Includes and Business that is licensed under the applicable provincial licensing regulations including but not limited to day care, private babysitting facility, family day home, out of school care and preschool programs.
<b>Not-for-profit</b>	Full Year or Short-Term	Yes	\$25	Any business legally incorporated as a not-for-profit.
<b>Economic Development Partnership</b>	Full Year	N/A	\$220	A limited voluntary licence to share in the regional marketing objectives of the City.
<b>Public Market</b>	Full Year or Short-Term	Yes/No	\$295	Any business operating in a temporary location for a limited period of time. Includes but not limited to: farmers markets and mobile vendors.
<b>Professional</b>	Full Year or Short-Term	Yes/No	\$0	Voluntary licence, however, land use approval must be obtained.
<b>Youth Entrepreneur</b>	Full Year or Short-Term	N/A	\$0	Voluntary education licence owned by any person under the age of 18.
<b>SURCHARGES</b>				
<b>Tobacco/Flavoured/Vapour Products Retailer</b>	Full Year or Short-Term	Yes	\$825	Any business, in addition to their business licence fee that keeps for sale, sells, exposes or offers for sale tobacco and tobacco products.
<b>Cannabis Retailer</b>	Full Year or Short-Term	Yes	\$1,675	Any business, in addition to its business licence fee that keeps for sale, sells, exposes or offers for sale cannabis and cannabis products.
<b>Licence Amendment or Replacement</b>	Full Year or Short-Term		\$40	Change in location and ownership requires licensing approval from the City of Lloydminster. Changes to the business profile such as contact updates can be made free of charge via the Information Update Form at <a href="http://lloydminster.ca/businesslicence">lloydminster.ca/businesslicence</a> or by contacting the City of Lloydminster.

This information is defined within the Business Licence Bylaw No 26-2023 and the Fees and Charges Bylaw No. 28-2023. As per Section 7.2 of the Business Licence Bylaw, short-term fees shall be 50% of the full year fee and valid for six months, or expire on December 31 of the same calendar year, whichever comes first. The City requires business licences for all public-facing facilities.

## When might I need a development permit?

A development permit is required when the proposed use has not been approved, or has expired, at a specific address. All uses must comply with district regulations in Land Use Bylaw 5-2016.

**AUTHORIZATION DOCUMENTS  
AVAILABLE AT**  
[lloydminster.ca/businesslicence](http://lloydminster.ca/businesslicence)



## Contacts

### PLANNING DEPARTMENT

**L** 780-874-3700  
**O** [permits@lloydminster.ca](mailto:permits@lloydminster.ca)

### BUSINESS LICENCES

**L** 780-875-6184 Ext. 2123  
**13** [businesslicence@lloydminster.ca](mailto:businesslicence@lloydminster.ca)

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# Development Permit APPLICATION CHECKLIST

When applying for a business licence that requires a development permit, please ensure the following approvals are obtained:

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#### APPLICATION FOR DEVELOPMENT PERMIT

Development permit application are included in the online business licence application.

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#### OWNER AUTHORIZATION

Registered owner consent form or copy of the lease are accepted. Where the owner is a numbered company or corporation an affidavit verifying signing authority or a copy of corporate registry is required.

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#### CONDOMINIUM AUTHORIZATION

If residing in a condominium, condo board approval must be obtained.

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#### HOME OFFICE/OCCUPATION QUESTIONNAIRE

