

BUSINESS LICENCES

SEE APPROVAL
APPLICATION
CHECKLIST
ON REVERSE



BUSINESS TYPE	LICENCE VALIDITY	DEVELOPMENT PERMIT REQUIRED	FEE	ADDITIONAL NOTES
GENERAL LICENCES				
A (Small) 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 (Medium) 500-4,999 sq.ft.	Full Year or Short-Term	Yes	\$245	
C (Large) 5,000+ sq.ft.	Full Year or Short-Term	Yes	\$510	
NON-RESIDENT LICENCES				
A (Regional)	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 Business Licence Bylaw.
B (Non-Regional)	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 Business Licence Bylaw.
SPECIAL LICENCES				
Child Care Facility	Full Year or Short-Term	Yes	\$25	Includes and Business that is licenced under the applicable provincial licensing regulations including but no limited to day care, private babysitting facility, family day home, out of school care and pre-school programs.
Not-for-profit	Full Year or Short-Term	Yes	\$25	Any business legally incorporated as a not-for-profit.
Economic Development Partnership	Full Year	N/A	\$220	A limited voluntary licence to share in the regional marketing objectives of the City.
Public Market	Full Year or Short-Term	N/A	\$295	Any business operating in a temporary location for a limited period of time. Includes but is not limited to: farmers markets and mobile vendors.
Professional	Full Year or Short-Term	Yes/No	\$0	Voluntary licence, however, land use approval must be obtained.
Youth Entrepreneur	Full Year or Short-Term	N/A	\$0	Voluntary education licence owned by any person under the age of 18.
SURCHARGES				
Tobacco/Flavoured/ Vapour Products Retailer	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.
Cannabis Retailer	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.
Licence Amendment or Replacement	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 Contact Update Form at lloydminster.ca/businesslicence or by contacting the City of Lloydminster.

This information is defined within the Business Licence Bylaw and the Fees and Charges Bylaw. 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



Contacts

PLANNING DEPARTMENT

780-874-3700
permits@lloydminster.ca

BUSINESS LICENCES

780-875-6184 Ext. 2123
businesslicence@lloydminster.ca



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

