

SASKATOON REQUIREMENTS

- Business license:** Apply for a business license. Call 306-975-2760 or visit www.saskatoon.ca.
- Building permits:** Apply for a building permit if structural alterations or a change of use or occupancy will occur. Call 306-975-2645 or visit www.saskatoon.ca.
- Zoning approval:** Confirm your business location meets zoning requirements. Call 306-975-2645 or visit www.saskatoon.ca.
- Sign permit:** Apply for a sign permit if you are installing a permanent sign. Call 306-975-2684 or visit www.saskatoon.ca.
- Fire system:** Confirm that the fire system at your business location is up to code. Contact the Fire Marshal at 306-975-2520.

Square One: Saskatchewan's Business Resource Centre

250 3rd Avenue South, Saskatoon SK S7K 1L9
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Supported by:



PLANNING

- Choose a form of business:** Sole Proprietorship, Partnership, Co-operative, or Corporation. Square One has a fact sheet on the explanations of each structure, or visit www.canadabusiness.ca/page/2853/.
- Conduct market research:** This determines if your business is viable. Square One offers market research through licensed databases.
- Develop a business plan:** This is an essential step for planning and determining the feasibility of your business. Square One offers business plan guides and sample business plans for many types of sectors.
- Find financing:** Most lenders will ask for a business plan. Visit the Canada Business Network for a list of financing, grants and credit programs at www.canadabusiness.ca/program/search.
- Learn business start-up basics:** Attend the *Start at Square One: A Guide to Launching a Small Business Seminar*. Register here www.squareonesask.ca/start-at-square-one-seminar.
- Gather information:** Find general and specific information for all areas of business at www.squareonesask.ca/factsheets.
- Attend events and learning opportunities:** Visit www.squareonesask.ca/event-workshop-listings for workshops, seminars and happenings in the community.
- Find required licenses and permits:** Search Biz Pal at www.bizpal.gov.sk.ca.
- Reserve a domain name:** Use an internet search engine to find sites to register a domain name to establish your website.

PROVINCIAL REQUIREMENTS

- Determine if you need to register your business:** Some businesses are exempt from provincial registration. Visit ISC's website to view a list of exempt businesses at <http://business.isc.ca/Pages/Do-I-need-to-register.aspx>.
- Reserve your business name:** Search availability through ISC Corporate Registry at <https://business.isc.ca> step 2.
- Register your business:** Officially register your business with the province through ISC Corporate Registry at <https://business.isc.ca> step 4.
- Apply for a PST Number:** Contact Saskatchewan Finance to determine if your product/service requires a PST number. Visit Saskatchewan Finance at www.finance.gov.sk.ca/taxes/pst.
- Workers' compensation:** Workers' Compensation Board provides workplace insurance against injury and illness. Visit www.wcbsask.com.
- Employment standards:** Be aware of your responsibilities and obligations as an employer. Visit Employment Standards at www.saskatchewan.ca/work/employment-standards.

PROVINCIAL RESOURCES

- Professional services:** Consult an industry professional, insurance agent, lawyer, accountant or bank for advice or register for Square One's Guest Advisor Programs at www.squareonesask.ca/home/guest-advisor-programs.
- SK BIZGRID:** Find small business service providers for assistance and support in any stage of business at www.squareonesask.ca/skbizgrid.

FEDERAL REQUIREMENTS

- Trademarks, copyrights, patents:** Choose to register your intellectual property, logo or trademark at www.cipo.ic.gc.ca.
- Register a business federally:** To Hold your business name nationwide, visit www.ic.gc.ca/eic/site/cd-dgc.nsf/eng/h_cs04839.
- Business Number (BN) registration:** Call Canada Revenue Agency at 1-800-959-5255 or visit www.cra-arc.gc.ca/business to obtain a BN if you need one of the following:
 - **GST Program Account:** It is optional to obtain a GST number unless your gross annual revenue is greater than \$30,000.
 - **Payroll Program Account:** If you have employees, you will need an account to submit CPP, EI, and tax deductions.
 - **Corporation Income Tax Program Account:** You are automatically registered if you register a corporation.
 - **Import-Export Program Account:** An account is required if you import or export goods internationally.

FEDERAL RESOURCES

- Canada Business Network:** Find information, resources and toolkits for Canadian business owners at www.canadabusiness.ca.
- Industry Canada:** Access research reports, statistics by industry and small business trends at www.ic.gc.ca.