

## Business Permit Application

Pursuant to the City of Selkirk Business Permit Bylaw No. 5273, any business or other economic activity conducted in the City of Selkirk requires a Business Permit, subject to the appropriate fees, which become due and payable upon commencement of that activity. Please return this application completed, with applicable payment to the address noted above. Inquiries may be directed to (204) 785-4924. **The collected information will be kept confidential subject to the privacy policy of the City of Selkirk. Only the aggregate data will be used by the City of Selkirk for statistical and planning purposes.**

We ask all businesses, government agencies and non-profit organizations to fill the entire form (where applicable), which will provide us with sufficient data to foster economic activities and maintain up-to-date information.

Account No. \_\_\_\_\_

### Part 1 – General Information

<b>Organization Structure</b>	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation
	<input type="checkbox"/> Not-For-Profit	<input type="checkbox"/> Co-operative	<input type="checkbox"/> Government
<b>Organization or Business Name</b>			
<b>Manitoba Business Number</b>			
<b>Applicant's Name</b>			
<b>Number of locations</b>			
<b>*Business Address in SELKIRK</b>			
<b>Mailing Address (If different from above)</b>			
<b>Phone</b>		<b>Cell</b>	
<b>Fax</b>			
<b>E-Mail</b>			
<b>Application Date</b>			
<b>Business Start Date</b>			

**\*If more than one location, then please also fill Schedule "B"**

Is your business in compliance with all **Third Party or Provincial Permit** requirements, if any?  Yes  No

Can we share your **General Information** with the Selkirk Biz?  Yes  No

If applicable, please select the following:  Home Business  Transient Trader (Hawker)  Major Events

The City of Selkirk business permits are to be renewed in January of each year. If you are closing your business, then please notify us immediately to make your account "Inactive". Permits not renewed by March 31<sup>st</sup> will be cancelled and must apply for a new permit with an administrative penalty.

## Part 2 – Type of Business

Please select one economic sector your business represents	Please Specify the nature of your business/activity
Agriculture, forestry, fishing & hunting <input type="checkbox"/>	
Mining, quarrying, and oil & gas extraction <input type="checkbox"/>	
Utilities <input type="checkbox"/>	
Construction <input type="checkbox"/>	
Manufacturing <input type="checkbox"/>	
Wholesale Trade <input type="checkbox"/>	
Retail Trade <input type="checkbox"/>	
Transportation and warehousing <input type="checkbox"/>	
Information & Cultural Industries <input type="checkbox"/>	
Finance & Insurance <input type="checkbox"/>	
Real estate, rental and leasing <input type="checkbox"/>	
Professional, scientific and technical services <input type="checkbox"/>	
Management of Companies & Enterprises <input type="checkbox"/>	
Administrative and support, waste management & remediation Services <input type="checkbox"/>	
Educational Services <input type="checkbox"/>	
Healthcare and social assistance <input type="checkbox"/>	
Arts, entertainment & recreation <input type="checkbox"/>	
Accommodation and food services <input type="checkbox"/>	
Other services (except public administration) <input type="checkbox"/>	
Public Administration <input type="checkbox"/>	

Please see legend and definitions on Schedule "C"

## Part 3 – Additional Information

<p><b>Please fill in where applicable:</b></p> <p>a) Total number of Employees: _____  Full-time _____ Part-time _____</p> <p>b) Number of Employees in Selkirk: _____  Full-time _____ Part-time _____</p> <p>c) Number of Business Vehicles in Selkirk: _____</p> <p>d) Number of Taxi Drivers: _____</p>	<p><b>Hours of Operation:</b></p> <p>Please check (v) where applicable:</p> <table border="1" data-bbox="862 1692 1523 1766"> <thead> <tr> <th>Mon</th> <th>Tues</th> <th>Wed</th> <th>Thurs</th> <th>Fri</th> <th>Sat</th> <th>Sun</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>24/7 <input type="checkbox"/> 9 – 5 <input type="checkbox"/></p> <p>Other <input type="checkbox"/> _____</p>	Mon	Tues	Wed	Thurs	Fri	Sat	Sun							
Mon	Tues	Wed	Thurs	Fri	Sat	Sun									

Part 4 – Information for Real Estate, Rental & Leasing and Accommodation Services

Please fill in where applicable:

a) HOTEL

Type of Rooms/Suites	Number of Rooms/Suites	Average Room Rate per Night	Occupancy Rate
Standard room			
2 Queen Bed			
1 King Bed			
Suites			
<b>Total (overall)</b>			

b) SENIORS HOUSING    Condominium     Rental

If **Condominium or Rental**, please fill in the following, where “C” as Condominiums and “R” as Rentals:

Type of Units	Number of Units		Average		Vacant Units		Assisted Living Units		Independent Living Units		55+ Adult Style Units	
	C	R	Price	Rent	C	R	C	R	C	R	C	R
Bachelor												
One-Bedroom												
Two-Bedroom												
Three-Bedroom												
<b>Total (overall)</b>												

c) MULTI-FAMILY HOUSING    Condominium     Rental

If **Condominium or Rental**, please fill in the following, where “C” as Condominiums and “R” as Rentals:

Type of Units	Number of Units		Average		Vacant Units	
	C	R	Price	Rent	C	R
Bachelor						
One-Bedroom						
Two-Bedroom						
Three-Bedroom						
<b>Total (overall)</b>						

d) OTHER    Secondary Suite     Boarding units

If **secondary suites or boarding units** in a single family dwelling, then please fill in the following:

Type of Units	Number of Units	Average Rent	Vacant Units
Bachelor			
One-Bedroom			
Two-Bedroom			
Three-Bedroom			
Boarding			
<b>Total (overall)</b>			

## SCHEDULE "A"

### BUSINESS PERMIT FEE SCHEDULE

**Following are exempt from the Fee Schedule:**

- 1) Charitable/Not-For-Profit/Government Organizations
- 2) Business Tax Payers
- 3) Rental Housing, Secondary Suites, Hotels, & Condominium Management

**Fee Schedule:**

1) Resident Business Permit Fee/Home Based Business		\$100.00 per year
Pro-rated Fee	April 1	\$75.00
	July 1	\$50.00
2) Regional Business Permit Fee		
(Residents of R.M. of St. Andrews and St. Clements)		\$150.00 per year
Pro-rated Fee	April 1	\$112.50
	July 1	\$75.00
3) Non-Resident Business Permit Fee		\$200.00
Pro-rated Fee	April 1	\$150.00
	July 1	\$100.00
4) Major/Special Event Vendor Fee		\$25.00 per event plus \$10 fee for each additional vehicle, machine or exhibit, concession, show or ride.

**SCHEDULE "B"**

Please provide addresses of additional Business/Building Locations within the City of Selkirk

Location 2: \_\_\_\_\_

Location 3: \_\_\_\_\_

Location 4: \_\_\_\_\_

Location 5: \_\_\_\_\_

Location 6: \_\_\_\_\_

Location 7: \_\_\_\_\_

Location 8: \_\_\_\_\_

Location 9: \_\_\_\_\_

Location 10: \_\_\_\_\_

## SCHEDULE "C"

### LEGEND

### DEFINITIONS

Agriculture, forestry, fishing & hunting	<p>This sector comprises establishments primarily engaged in growing crops, raising animals, harvesting timber, harvesting fish and other animals from their natural habitats and providing related support activities.</p> <p>Establishments primarily engaged in agricultural research or that supply veterinary services are not included in this sector.</p>
Mining, quarrying, and oil & gas extraction	<p>This sector comprises establishments primarily engaged in extracting naturally occurring minerals. These can be solids, such as coal and ores; liquids, such as crude petroleum; and gases, such as natural gas.</p>
Utilities	<p>This sector comprises establishments primarily engaged in operating electric, gas and water utilities. These establishments generate, transmit, control and distribute electric power; distribute natural gas; treat and distribute water; operate sewer systems and sewage treatment facilities; and provide related services, generally through a permanent infrastructure of lines, pipes and treatment and processing facilities.</p>
Construction	<p>This sector comprises establishments primarily engaged in constructing, repairing and renovating buildings and engineering works, and in subdividing and developing land. These establishments may operate on their own account or under contract to other establishments or property owners.</p>
Manufacturing	<p>This sector comprises establishments primarily engaged in the chemical, mechanical or physical transformation of materials or substances into new products. These products may be finished, in the sense that they are ready to be used or consumed, or semi-finished, in the sense of becoming a raw material for an establishment to use in further manufacturing.</p>
Wholesale Trade	<p>This sector comprises establishments primarily engaged in wholesaling merchandise, generally without transformation, and rendering services incidental to the sale of merchandise.</p>
Retail Trade	<p>This sector comprises establishments primarily engaged in retailing merchandise, generally without transformation, and rendering services incidental to the sale of merchandise. This sector represents all retailers including but not limited to gas stations, auto dealers and grocery stores.</p>
Transportation and warehousing	<p>This sector comprises establishments primarily engaged in transporting passengers and goods, warehousing and storing goods, and providing services to these establishments.</p>
Information & Cultural Industries	<p>This sector comprises establishments primarily engaged in producing and distributing (except by wholesale and retail methods) information and cultural products. The main components of this sector are the publishing industries, the motion picture and sound recording industries, the broadcasting industries, the telecommunications industries, and the data processing and hosting services industries.</p>
Finance & Insurance	<p>This sector comprises establishments primarily engaged in financial transactions (that is, transactions involving the creation, liquidation, or change in ownership of financial assets) or in facilitating financial transactions. This sector includes but not limited to financial institutions, insurance companies, etc.</p>
Real estate, rental and leasing	<p>This sector comprises establishments primarily engaged in renting, leasing or otherwise allowing the use of tangible or intangible assets. Establishments primarily engaged in</p>

Professional, scientific & technical services	<p>managing real estate for others; selling, renting and/or buying of real estate for others; and appraising real estate, and self-storage, equipment and vehicle renting are also included.</p> <p>This sector comprises establishments primarily engaged in activities in which human capital is the major input. These establishments make available the knowledge and skills of their employees, often on an assignment basis. The individual industries of this sector are defined on the basis of the particular expertise and training of the service provider. The main components of this sector are legal services; accounting, tax preparation, bookkeeping and payroll services; architectural, engineering and related services; specialized design services; computer systems design and related services; management, scientific and technical consulting services; scientific research and development services; and advertising, public relations, and related services.</p>
Management of companies & enterprises	<p>This sector comprises establishments primarily engaged in managing companies and enterprises and/or holding the securities or financial assets of companies and enterprises, for the purpose of owning a controlling interest in them and/or influencing their management decisions. For example, holding companies, etc.</p>
Administrative and support, waste management & remediation Services	<p>This sector comprises establishments of two different types: those primarily engaged in activities that support the day-to-day operations of other organizations; and those primarily engaged in waste management activities.</p>
Educational services	<p>This sector comprises establishments primarily engaged in providing instruction and training in a wide variety of subjects. This instruction and training is provided by specialized establishments, such as schools, colleges, universities and training centers.</p>
Healthcare & social assistance	<p>This sector comprises establishments primarily engaged in providing health care by diagnosis and treatment, providing residential care for medical and social reasons, and providing social assistance, such as counselling, welfare, child protection, community housing and food services, vocational rehabilitation and child care, to those requiring such assistance.</p>
Arts, entertainment & recreation	<p>This sector comprises establishments primarily engaged in operating facilities or providing services to meet the cultural, entertainment and recreational interests of their patrons.</p>
Accommodation & food services	<p>This sector comprises establishments primarily engaged in providing short-term lodging and complementary services to travelers, vacationers and others, in facilities such as hotels, motor hotels, resorts, etc. This sector also comprises establishments primarily engaged in preparing meals, snacks and beverages, to customer orders, for immediate consumption on and off the premises.</p>
Other service (except public administration)	<p>This sector comprises establishments, not classified to any other sector, primarily engaged in repairing, or performing general or routine maintenance, on motor vehicles, machinery, equipment and other products to ensure that they work efficiently; providing personal care services, funeral services, laundry services and other services to individuals, such as pet care services and photo finishing services; organizing and promoting religious activities; supporting various causes through grant-making, advocating (promoting) various social and political causes, and promoting and defending the interests of their members. Private households are also included.</p>
Public administration	<p>This sector comprises establishments primarily engaged in activities of a governmental nature, that is, the enactment and judicial interpretation of laws and their pursuant regulations, and the administration of programs based on them. Legislative activities, taxation, national defense, public order and safety, immigration services, foreign affairs and international assistance, and the administration of government programs are activities that</p>

	are purely governmental in nature.
General contractor	A general contractor (main contractor, prime contractor) is responsible for the day-to-day oversight of a construction site, management of vendors and trades, and communication of information to involved parties throughout the course of a building project.
Home business	A home business (or "home-based business" or "HBB") is a small business that operates from the business owner's home office. Home businesses generally lack shop frontage, customer parking and street advertising signs
Transient trader (Hawker)	A hawker is a vendor of merchandise that can be easily transported. In most places where the term is used, a hawker sells inexpensive items, handicrafts or foods that are native to the area.
Auto body repair and paint shop	A development for the repairing and painting of automobiles.
Automotive maintenance	A development used for the servicing and mechanical repair of automobiles, motorcycles, snowmobiles and similar vehicles or the sale, installation or servicing of related accessories and parts. This use class includes transmission shops, detail shops, muffler shops, tire shops, automotive glass shops, and automotive upholstery shops.
Auto wrecking / junk yards	A development in which vehicles or materials are stored, parted out, crushed, compacted, or where parts from vehicles or materials are resold.
Bed and breakfast	A dwelling that is the proprietor's principal place of residence and in which the proprietor supplies room and a breakfast meal for compensation to one or more persons, as distinct from a hotel, motel or apartment building.
Boarding, lodging or rooming house	A dwelling that is the proprietor's principal place of residence and in which the proprietor supplies either room, or room and board, for compensation and which is not open to the general public, as distinct from a hotel, motel or apartment building.
Building material products	Goods designed, manufactured, harvested and generally used in the construction of buildings, whether new or used.
Circus Operator and Showman	Any person operating a circus, exhibit, show, rides or midway.
Day care centre	A provincially permitted establishment providing for the care, supervision, protection and or education of children, but does not include the provision of overnight supervision. Uses typically include daycare centres, day nurseries, kindergartens, nursery schools and play schools.
Direct sales contractor	A vendor who sells, offers for sale or solicits orders for: <ul style="list-style-type: none"> <li>i. constructing, altering, renovating, maintaining, repairing, adding to or improving a building that is used or is to be used as a house by the owner, occupier or person in control of it; or</li> <li>ii. altering, maintaining or improving real property to be used in connection with a house.</li> </ul>
Direct seller	A person who: <ul style="list-style-type: none"> <li>i goes from house to house selling or offering for sale, or soliciting orders for the future delivery of, goods or services;</li> <li>ii by telephone offers for sale or solicits for the future delivery of goods or services;</li> </ul> OR



	<p>iii does both of the things mentioned in sub-clauses (i) and (ii)</p>
Family child care home	<p>The principal place of residence of a family child care provider and shall further mean a provincially permitted place where the care and supervision of not less than three and not more than twelve children (including the children of the caretaker) who do not reside on the premises, is provided for less than 24 hours per day by a person or persons other than a parent or parents of said children, for compensation.</p>
Farmers' market	<p>A group of persons operating collectively which sells products that they bake, make or grow.</p>
Group care facility	<p>A facility for the temporary detention or open custody of persons.</p>
Group care home	<p>The principal place of residence of a care provider, whose home is used for the temporary detention or open custody of persons.</p>
Hazardous substance or dangerous goods	<p>Any product, substance or organism which, because of its quantity, concentration, or its physical, chemical or infectious characteristics, either individually or in combination with other substances is an existing or potential threat to the physical environment, to human health or to other living organisms, including;</p> <ul style="list-style-type: none"> <li>i explosives</li> <li>ii gases (either compressed, deeply refrigerated, liquefied, or dissolved under pressure);</li> <li>iii flammable and combustible liquids;</li> <li>iv flammable solids (including substances liable to spontaneous combustion and substances, which on contact with water, emit flammable gases);</li> <li>v oxidizing substances and organic peroxides;</li> <li>vi poisonous and infectious substances;</li> <li>vii radioactive material;</li> <li>viii corrosives; or</li> <li>ix other miscellaneous substances of similar nature</li> </ul>
Major Event Site	<p>Any City property or portion of City property designated for a major event by the Council of the City of Selkirk within the City Major Event Policy, or otherwise.</p>
Mobile Food Unit	<p>A self-contained food unit, whether motorized or otherwise, from which food items are dispensed.</p>
Pawn broker	<p>A person who loans money on the security of personal property pledged in his keeping.</p>
Personal care home	<p>An establishment conforming to The Personal Care Home Act.</p>
Personal service establishments	<p>A development used for the provision of personal services to an individual, which are related to the care and appearance of the body, or the cleaning and repair of personal effects. This use class includes barbershops, hairdressers, beauty salons, tanning salons, tailors, dressmakers, shoe repair shops, minor appliance repair shops and dry cleaning establishments and Laundromats;</p>
Public eating establishment	<p>A building, structure or enclosure or part of a building, structure or enclosure, including a mobile or portable structure, in which food or drink is:</p> <ul style="list-style-type: none"> <li>i prepared or kept for the purpose of:</li> <li>ii serving or selling it to the public for immediate consumption there or elsewhere; or</li> <li>iii delivering it to a person who intends to serve or sell it to the public for immediate consumption; or</li> <li>iv served or sold to the public for immediate consumption there or elsewhere;</li> </ul>

	v but does not include any prescribed establishment.
Residential care facility	A permitted or approved care facility governed by provincial regulations that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual.
Residential care home	A permitted or approved care home governed by provincial regulations which is the primary place of residence of the care provider, that provides, in a residential setting, 24 hour care of persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual.
Regional Resident	A person who is not resident of the City of Selkirk, but he is a resident of the R.M. of St. Andrews, R.M. of St. Clements, R.M. of East St. Paul or the R.M. of West St. Paul.
Second hand dealer	A person who solicits or accepts, for resale, personal property from individuals.
Trade show	A place where the public is invited and where goods or merchandise are offered for sale by retail or auction on a short-term basis and may include hobby shows, home improvement shows, sportsman shows, flea market and craft shows.
Condominium	A form of tenure whereby the homeowner has full title to his/her living unit only, an undivided interest in the common areas of the project (e.g., common areas such as the recreational amenities, land/grounds, stairways and hallways are owned jointly with other residents), and sometimes the exclusive use of certain limited common areas. Condominium ownership is often associated with a specific building form (i.e., apartment-style multiunit dwellings) but can be extended to other built forms (e.g., row/townhouse, semi-detached, and single-detached dwellings).
Secondary suite	A second dwelling unit located within the property of an owner-occupied single family dwelling.
Senior's independent living	Self-contained suites (e.g., bedroom, bathroom, kitchen and sitting area) along with common facilities for seniors who are functionally independent yet wish to live in a congregate setting. Limited services are provided other than basic housekeeping and Home Care where required. Seniors' Independent Living is considered part of the <i>Home Living Stream</i> .
Senior's assisted/supportive living	An intermediate step between the <i>Home Living Stream</i> and the <i>Facility Living Stream</i> , Seniors' Supportive Living (the <i>Supportive Living Stream</i> ) provides a combination of housing, board, and supportive services/personal care assistance for seniors. Units may be self-contained apartments or shared rooms for seniors or people with disabilities who need some support services to continue living independently, but do not need 24-hour nursing care. Services typically provided include daily meals, housekeeping, transportation, social and recreational opportunities, personal care as required, medication support, and a 24-hour monitoring and emergency response system. The <i>Supportive Living Framework</i> may organize seniors' Supportive/Assisted Living into four categories (or levels): <ul style="list-style-type: none"> <li>• Residential Living – Level 1</li> <li>• Lodge Living – Level 2</li> <li>• Assisted Living – Level 3</li> <li>• Enhanced Assisted Living – Level 4</li> </ul>
Seasonal Food Vendor	Any person selling or dispensing food items from a fixed location for less than the whole of any calendar year, but does not include an occasional food vendor at a major event site.