

**CITY OF SASKATOON  
BUSINESS DEVELOPMENT INCENTIVES POLICY  
APPLICATION FORM**

**NAME OF COMPANY:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_ **TITLE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

**POSTAL CODE:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_ **Website:** \_\_\_\_\_

1. Is your company a legally incorporated entity in the Province of Saskatchewan?  
\_\_\_\_yes, date of incorporation\_\_\_\_      \_\_\_\_no
  
2. How many full-time, FTE, or contract employees does your company currently have?  
\_\_\_\_\_ Full-time \_\_\_\_\_ Full-time equivalent \_\_\_\_\_ contract
  
3. Are you the legal owner of the property upon which the expansion will occur? If not, please provide a copy of the lease agreement upon application submission.  
\_\_\_\_Yes      \_\_\_\_No

**PROJECT DESCRIPTION**

1. Type of Project: \_\_\_\_\_New Business      \_\_\_\_\_Expansion of Existing Business
  
2. Principal Activity:  
\_\_\_\_\_ Energy  
\_\_\_\_\_ Oil & Gas Extraction  
\_\_\_\_\_ Mining  
\_\_\_\_\_ Manufacturing  
\_\_\_\_\_ Processing  
\_\_\_\_\_ Technology  
\_\_\_\_\_ Transportation/Distribution  
\_\_\_\_\_ Telecommunications  
\_\_\_\_\_ Data processing  
\_\_\_\_\_ Head Office Location (3.3B)
  
3. Location of Project (Civic Address): \_\_\_\_\_

4. Expected construction start and completion dates: \_\_\_\_\_

### INVESTMENT

1. What is the total estimated capital investment of this project (land, building and/or leasehold improvements)? \_\_\_\_\_
2. How many new, long-term, skilled or semi-skilled jobs will this project create in the City of Saskatoon within 1 year for an expansion (5 full-time or FTE) and 5 years for new business (15 full-time or FTE)?  
\_\_\_\_\_ full-time \_\_\_\_\_ part-time

### DOCUMENTATION

The following must be submitted before your application can be processed:

- 1) One copy of your Business Plan and/or Executive Summary which includes at a minimum, a clear and concise description of the new or expansion project, the number of full-time or FTE jobs to be created, the size of the investment to be made for land, buildings and/or leasehold improvements, the product to be manufactured or produced, identified market analysis, financial forecasts for three years and schedule for construction start and expected completion dates. *DISCLAIMER: This information will all be kept confidential, and financial information can be directly delivered to the City of Saskatoon; contact available upon request.*
- 2) A copy of the blue prints for the new building, expansion, or renovations.
- 3) Recent financial statements or a letter from a bank indicating that the applicant has the financial resources to complete the project in question.
- 4) A current payroll list (including names, positions and full-time equivalents).
- 5) If the applicant is not the legal owner of the property for the planned build or expansion, provide a copy of the lease agreement upon application.

**Please Note: The Saskatoon Regional Economic Development Authority (SREDA) Inc. must receive your incentive application before you apply for a building permit from the City of Saskatoon. An application for abatement shall remain open for a period of one year from initial date of receipt of application and any applications that are incomplete after this time will be deemed abandoned and closed after this duration.**

### RETURN APPLICATION MARKED TO:

**Ms. Joanne Baczuk  
Director Business Development & Economic Analysis  
Saskatoon Regional Economic Development Authority Inc.  
Suite 103, 202-4<sup>th</sup> Avenue North, Saskatoon, SK, S7K 0K1  
Phone: 306-664-0728  
Email: [jbaczuk@sreda.com](mailto:jbaczuk@sreda.com)**