
**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, 202-4th Avenue North, Saskatoon, SK, S7K 0K1**

Phone: 306-664-0728

Email: jbaczuk@sreda.com