

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

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

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

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

**PHONE:** \_\_\_\_\_ **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, or will you be, 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**

4. Type of Project: \_\_\_\_\_New Business      \_\_\_\_\_Expansion of Existing Business
  
5. Principal Activity:  

_____	Energy	_____	Technology
_____	Oil & Gas Extraction	_____	Manufacturing
_____	Mining	_____	Processing
_____	Transportation/Distribution	_____	Data processing
_____	Head Office Location	_____	Telecommunications
  
6. Location of Project (Civic Address): \_\_\_\_\_
  
7. Expected construction start and completion dates: \_\_\_\_\_

**INVESTMENT**

8. What is the total estimated capital investment of this project (land, building and/or leasehold improvements)? \_\_\_\_\_
  
9. How many new, long-term 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)?  
  
**Year 1:** \_\_\_\_\_ full-time      \_\_\_\_\_ part-time      **Year 5:** \_\_\_\_\_ full-time      \_\_\_\_\_ part-time

**DOCUMENTATION**

SREDA encourages the submission of this portion of your application to our office as soon as possible. The following is not an immediate requirement, but must be submitted within one year before your application can be brought to the City of Saskatoon for processing:

- A. 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.*
- B. A copy of the blue prints for the new building, expansion, or renovations.
- C. Recent financial statements or a letter from a bank indicating that the applicant has the financial resources to complete the project in question.
- D. A current payroll list (including names, positions and full-time equivalents).
- E. 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.**

**SUBMITTED BY:**

SIGNATURE: \_\_\_\_\_

NAME (printed): \_\_\_\_\_

DATE: \_\_\_\_\_

**RECEIVED BY:**

SIGNATURE: \_\_\_\_\_

NAME (printed): \_\_\_\_\_

DATE: \_\_\_\_\_

**RETURN APPLICATION MARKED TO:**

**Ms. Joanne Baczuk, Senior Director  
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**