City of Moose Jaw

Business Extension Permit Application for Sidewalk Sales

Date of Application: _____

Application Type

This application is for businesses applying for a Business Extension Permit for the purpose of a Sidewalk Sale.

Season:
☐ Summer (April 1st to October 31st)
☐ Winter (November 1st to March 31st)

Business Information

Business Name: _____

Corporation Name (if available): _____

Business Owner/Contact: _____
Last *First* *Middle*

Address: _____
Street Address *Unit #*

_____
City *Province* *Postal Code*

Contact Phone: _____ Email: _____

Business Extension Information

1. Do you presently hold a valid City of Moose Jaw Commercial Business License? ☐ YES ☐ NO

2. Do you hold a minimum $5,000,000 liability insurance for the business extension operation? ☐ YES ☐ NO
   Note: Proof of liability insurance must list the City as an additional insured and must show a minimum of $5,000,000 liability. The liability must indemnify the City safe and harmless from any and all claims of injury to persons or damage to property attributable, in whole or in part, to the existence, location and operation of the commercial activity in the public right-of-way

3. Will your business operate throughout the full season? ☐ YES ☐ NO

   If no, please provide a start and end date: _____ _____
   Start date *End date*

4. Will the business extension extend beyond the frontage of the business? ☐ YES ☐ NO
   If yes, written approval from the affected property owner(s) must be obtained and submitted with this application.

5. Dimensions of the business extension: _____

6. Fencing (describe type, material, including height of fence): _____

   _____

Site and Elevation Plan

Please provide a site plan, drawn to scale, which shows the dimensions of the proposed Sidewalk Sale.

The plan should show the location of nearby utility poles, hydrants, bus shelters, bus stops, parking meters, etc. The site plan MUST show a clear pedestrian passage way a minimum of 1.5 metres. An example site plan is provided on page 3 of this application.

The application will not be accepted until a proper plan is submitted.

Checklist

An application is not complete until all relevant information is provided. Please check off the following information if it has been provided with this application:

- ☐ Site Plan
- ☐ Proof of Insurance
- ☐ Current photos of the existing property and proposed location
- ☐ Written approval from neighbouring property owners. *(Only applicable for businesses proposing to operate beyond the frontage of their property)*

Declaration of Owner/Applicant

I agree to abide by all laws and regulations, bylaws and resolutions governing the sidewalk sale operation and must satisfy all levels of government agencies.

I also agree to save the City harmless of all activities undertaken by the sidewalk sale operation.

I understand the City reserves the right to withdraw use of the Public Right of Way privileges at any location for the failure to meet one or more of the regulations.

I hereby declare that the information contained within this application is true to the best of my knowledge.

I hereby acknowledge that it is my responsibility to ensure compliance with any applicable municipal bylaws, provincial or federal acts and regulations.

I acknowledge that submitting this application does not constitute an approval. I further understand that it is an offence under City Bylaws to start construction or change the use of a business extension without an approved permit.

Signature of Applicant: _____ Date: _____

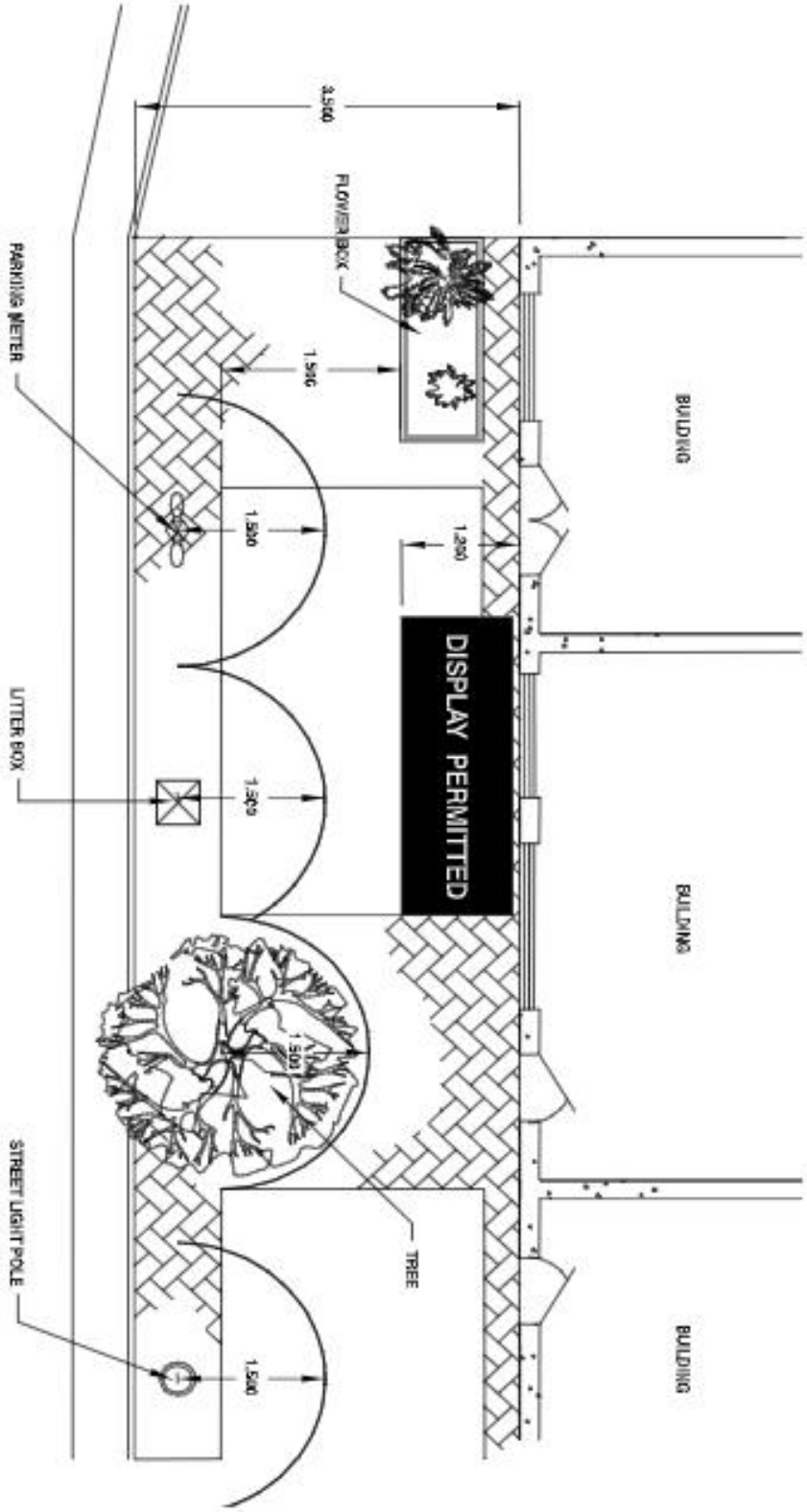
The Process

Forward the completed application to:
City of Moose Jaw, Planning and Development Department
City Hall, 3rd Floor – 228 Main Street North
Moose Jaw SK S6H 3J8

OR Email your completed application to:
planning@moosejaw.ca

Contact us during regular business hours:
Monday – Friday from 8:15a.m. to 5:00p.m.
(306) 694-4443

City Administration will review your application for compliance with the Extension of Business for Sidewalk, Boulevard and Parking Stall Policy and Bylaw No. 5346. As part of the process, your application will be referred to relevant agencies.

If there are any questions or additional information required, our department will contact you. Once your application is approved, you will receive written confirmation and your license by mail. Being granted a City of Moose Jaw Business Extension Permit does not relieve the applicant from complying with all Municipal Bylaws or Provincial and Federal Legislation.

DRAFT Sidewalk Sale Site Plan