

## Business Licence Application Instructions

Check one:  New (Annual fee required)  Change of Address/Change of Location  New Owner  Business Name Change

**New:** Check for all new businesses.

**Change of Address/Change of Location:** For current business licence holders wanting to change the location of their business.

**New Owner:** For current business licence holders wanting to change ownership.

**Business Name Change:** For current business licence holders wanting to change the name of their business.

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
mm / dd / year

Within City Limits:  Yes  No

**Application Date:**  
Date application is being submitted

**Within City Limits:** If you are unsure whether your business is located within city limits, check with Economic Development Assistant

INTER-COMMUNITY LICENCE REQUIRED: \*  Yes  No (\$150.00 fee per year)

The **Inter-Community Licence** allows you to do business in 12 municipalities on Vancouver Island without requiring individual business licences. You **MUST** have a current City of Port Alberni Municipal Business Licence to be eligible. Participating Municipalities include: Port Alberni, Campbell River, Comox, Courtenay, Cumberland, Duncan, Lake Cowichan, Ladysmith, Nanaimo, North Cowichan, Parksville, Qualicum Beach.

**Home Occupations Only:** This is for home occupations and/or mobile businesses only. Check off everything that pertains to your business.

<input type="checkbox"/> Home Occupation - work conducted within the home (Client comes to your home and/or you work from home)  <p style="color: red;">Check this off if you work from home and there is potential for clients to come to your home. Examples include in-home massage, in-home spa, tutoring, bed and breakfast, etc.</p>	<input type="checkbox"/> Home Based - work in the community, based from home (No clients in home, mobile business, with/without home office)  <p style="color: red;">Check this off if no clients come to your home but the business is based from home. Examples include mobile business, home office, electrician, contractor, janitorial company, etc.</p>
<p>Are you a mobile vendor?</p> <p style="color: red;">Mobile vendors travel to their clients. Examples include electrician, contractor, janitorial company, catering, etc.</p>	<p>Do you have clients coming to your home?      Yes      No</p> <p style="color: red;">Check this off if you work from home and clients are coming to your home. Examples include in-home massage, bed and breakfast, etc.</p>

CONTINUED.....

**All Businesses: All businesses must fill out this section completely.**

Business Name: Name of Business you would like on business licence. If you have your business registered with BC Registry, you may want to use the name registered.		Trade Qualification Number: (If applicable) Only applicable if you have a Trade Qualification Number of a red seal trade program.
Business Telephone: Business contact telephone number. If you are home based, this may be your home phone number or cell phone number.	Business Fax: Business fax number if available.	Business Email: Email contact for business. Usually business email. This may also be your personal email if no business email is available.
Licensee/Owner of Business: Full name of business owner. If business is incorporated this may be Incorporated name, including BC Ltd names.	Home or Cell Telephone Number: Home and/or cell telephone number of licensee/business owner.	Email: Email contact for business owner. Personal or business email.
Property Owner: (If not business owner) Property Owner full name. Landlord name if property is rented.	Home or Cell Telephone Number: Property Owner/Landlord telephone number.	Email: Property Owner/Landlord email.
Business Address (Print physical street address of site including Postal Code): Actual physical address of business. If business is mobile, home-based, and/or home occupation please print home address that business is based out of. Please include full mailing address, including postal code, as this is needed.		
Preferred Business mailing Address (If different than above): Only fill out if you prefer a different mailing address than the business address. Example: If business address is in commercial space but you would like everything mailed to your home address or a different business or location.		
Business Description: (Please provide a description of your business operation) Please provide a description of your business operation. This can be a quick description. Examples: house cleaning, mobile electrician, pet store, etc. This can also be a longer description with more details are needed. Examples: retail corner store with full-service gas station, tutoring from home for up to 6 school-aged children, construction contractor including electrical, plumbing, framing, renovations, etc.		
Total floor area of business premises (m <sup>2</sup> ).  This is the entire area of commercial space being used. If home business or office, only include space used for business. If you use a 10'x10' space as an office in your home, put 100sqft or 9.29 m <sup>2</sup> .	Does your business require any demolition, renovation or new construction on the building or premises before opening? <input type="checkbox"/> Yes <input type="checkbox"/> No  If your business requires any demolition renovation, or new construction, you will be required to get a building permit from Development Services prior to obtaining a business licence. This does not include painting or small repair. A Home Occupation shall involve no internal structural alterations to the dwelling unit.	
Please describe the previous use of the premises. What was in this space prior to you using it for your business? Was it a home living space? Was it a fast food restaurant? Was it a pet store? Etc.		
Will you be installing a sign? (If yes, Sign Permit Application is required) <input type="checkbox"/> Yes <input type="checkbox"/> No You must obtain a City of Port Alberni sign permit to erect any sign. You must follow all bylaws relating to signage for your specific business.	Number of Employees? How many employees, including yourself, work for this business?	
After Hours Emergency Contact (Print full name): Emergency contact person's full name. Not to be the licensee or primary business owner listed above. Can be spouse, neighbour, employee, etc.	After Hours Emergency Contact Telephone Number: Emergency contact person's home and/or cell telephone number.	

Once front of application form is filled out completely, please flip over application and print, sign, and date.



## Business Licence Application

Check one:  New (Annual fee required)     Change of Address/Change of Location     New Owner     Business Name Change

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Within City Limits:  Yes     No  
mm / dd / year

INTER-COMMUNITY LICENCE REQUIRED: \*  Yes     No (Additional fee applies)

\* This licence allows you to do business in 12 municipalities on Vancouver Island without requiring individual business licences. You MUST have a current City of Port Alberni Municipal Business Licence to be eligible. Participating Municipalities include: Port Alberni, Campbell River, Comox, Courtenay, Cumberland, Duncan, Lake Cowichan, Ladysmith, Nanaimo, North Cowichan, Parksville, Qualicum Beach.

**Home Occupations Only:**

<input type="checkbox"/> Home Occupation - work conducted within the home (Client comes to your home and/or you work from home)	<input type="checkbox"/> Home Based - work in the community, based from home (No clients in home, mobile business, with/without home office)
Are you a mobile vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have clients coming to your home? <input type="checkbox"/> Yes <input type="checkbox"/> No

**All Businesses:**

Business Name:		Trade Qualification Number: (If applicable)
Business Telephone:	Business Fax:	Business Email:
Licensee/Owner of Business:	Home or Cell Telephone Number:	Email:
Property Owner: (If not business owner)	Home or Cell Telephone Number:	Email:
Business Address (Print physical street address of site including Postal Code):		
Preferred Business mailing Address (If different than above):		
Business Description: (Please provide a description of your business operation)		
Total floor area of business premises (m <sup>2</sup> )	Does your business require any demolition, renovation or new construction on the building or premises before opening? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please describe the previous use of the premises.		
Will you be installing a sign? (If yes, Sign Permit Application is required) <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Employees?	
After Hours Emergency Contact (Print full name):	After Hours Emergency Contact Telephone Number:	

**PLEASE READ AND SIGN BACK OF APPLICATION. THANK YOU.**

City of Port Alberni Business Licence Information

- The personal information on this form is collected for the purpose of an operating program of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Privacy Act. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810. Information collected on this form and details of the permit of licence applied for or reasons for denial for the permit of licence is routinely available to the public pursuant to Section 33 of the Freedom of Information and Protection of Privacy Act.
- Your business will be subject to inspections and approvals by the City of Port Alberni Building Inspector and the City of Port Alberni Fire Department.
- Should you require electrical permitting, the City of Port Alberni DOES NOT issue electrical permits or inspections. More information about Electrical Permits can be found by contacting the BC Safety Authority at <http://www.safetyauthority.ca>
- Licence fees apply to a calendar year January 1 to December 31. If the licence is approved, licence fees are not refundable. The annual fee is determined by the business category and is set out in Schedule "A" of the Business Licence Bylaw.
- Check <https://www.portalberni.ca/fees-charges-business-licensing> for fee schedule of business licensing.
- Completion of this form does not guarantee approval of a business licence.
- The Sign Bylaw requires that all business signage, including signage for Home Occupations have a Permit.
- A Building Permit may be required if there is a change of use on the property or if you need to renovate or alter your business space.
- Home Occupation means an occupation or use which is ancillary or secondary to a permitted residential use in accordance with the provisions of the Zoning Bylaw (Section 6.15). To qualify for a Home Based Business Licence the applicant must reside at the location they are applying for and comply with the Zoning Bylaw. <https://www.portalberni.ca/home-based-business>
- Your home must not be used as a warehouse or retail store.
- The Zoning Bylaw (See Section 7 – Parking and Loading Regulations) requires off-street, paved, dedicated, regular and handicapped parking spaces based on the location, size, and type of business you are operating. The Zoning Bylaw also requires that parking be paved if more than eight (8) parking stalls are required. Leased locations must also comply with the Zoning Bylaw. <https://www.portalberni.ca/sites/default/files/Bylaw4832-Section7-ParkingAndLoading.pdf>
- The City's Mobile Vending Policy will apply if you are planning to operate as a mobile business/food truck. [https://www.portalberni.ca/sites/default/files/users/cfoden/MobileVendorPolicy-PolicyManual\\_MASTERCOPY\\_May2013\\_UpdatedJune2014.pdf](https://www.portalberni.ca/sites/default/files/users/cfoden/MobileVendorPolicy-PolicyManual_MASTERCOPY_May2013_UpdatedJune2014.pdf)
- SOCAN – If you use music, live or recorded, in your business or for your event you must comply with Federal Copyright Law.
- A Health Inspection Certificate may be needed for any food service facility, community care facility, drinking water facility, recreational water facility, and personal service establishments. Personal service establishments are facilities in which a person provides a service to, or on the body of another person. These include hair and nail salons, tattoo parlours, piercing facilities, tanning salons, floatation tanks and laser hair removal, among others.

More information can be found at <http://www.portalberni.ca>

**APPLICANT'S ACKNOWLEDGEMENT**

*I, (print full name of applicant): \_\_\_\_\_ have read both front and back of this application and hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in this statement to be true and correct and I undertake that if I am granted the licence applied for I will comply with each and every obligation contained in all laws and bylaws now in force or which may hereafter come into force in the City of Port Alberni. I further understand that if this application involves the use of premises for business purposes, they may not be occupied until they have been inspected by the City Department concerned and a licence is issued.*

*Signature of Applicant: \_\_\_\_\_ Date (mm/dd/year) \_\_\_\_\_*