

THINKING OF STARTING A NEW BUSINESS?



CITY OF PORT ALBERNI

Business Licensing

Prior to getting a business licence or signing a lease, please ensure that your property has the correct zoning for your type of business. Check at www.portalberni.ca/zoning

You may need to obtain approval and an inspection from Island Health prior to a business licence being issued. Check the requirements for an inspection at <http://www.viha.ca/mho/inspections/index.html>

We recommend you follow the steps from "Starting your Business Checklist" by Small Business BC. *see reverse* or www.smallbusinessbc.ca/resource/howtos-checklists/starting-your-business-checklist. Step 11 "Obtain municipal business licence" from Starting your Business Checklist is mandatory for every business that operates within the City of Port Alberni.

The City of Port Alberni business licence application form is online at <https://www.portalberni.ca/content/starting-business-port-alberni>. Ensure that you have filled it out completely. The Economic Development Assistant at City Hall is available to help verify your application is complete.

Your application will be entered into the database

Submit your completed business licence application to the Economic Development Assistant downstairs at City Hall.
4850 Argyle Street, Port Alberni, BC V9Y 1V8
250-720-2835

Review for all bylaw and zoning compliance by Development Services

Review and possible inspection by the Building and/or Fire Inspector

When application is approved by both, the Economic Development Assistant finalizes your application.

Business will be contacted by email or phone upon completion to come in and pay for business licence

Congratulations! You have obtained a City of Port Alberni business licence
(Don't forget to contact us with any cancellations/changes to your business licence. Annual renewal is automatic.)



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Start a business in Port Alberni today!

Information at <http://www.portalberni.ca/content/starting-business-port-alberni>

- Step-by-step guide to applying for a Business License
- Business Information Guide
- Business License Application
- Submission Requirements Checklist
- Links to other business requirements
- Links to other resources

Small Business BC 13 steps:

1. Evaluate your idea
2. Market research
3. Develop a business strategy
4. Financing
5. Business Structure
6. Business Name
7. Register business
8. Bank Account
9. Website
10. Payroll, trade and taxes
11. Municipal Business License
12. Laws & Regulations
13. Insurance

Check it out at:
<http://www.smallbusinessbc.ca/resource/howtos-checklists/starting-your-business-checklist/>

For more information contact:

Resources:

www.portalberni.ca

The City of Port provides business support services, regulates land use and ensures community safety

www.bizpal.ca

Bizpal is an online business permits and license service that simplifies the process for entrepreneurs

www.smallbusinessbc.ca

Small Business BC offers start-up advice, business plan reviews, access to research and market information, business seminars and one-on-one business coaching, as well as a host of other services

www.bcbusinessregistry.ca

OneStop Business Registry

www.cfac.ca

Community Futures Alberni-Clayoquot

www.nedc.info

Nuu-Chah-Nulth Economic Development Corporation

www.albernichamber.ca

Alberni Valley Chamber of Commerce

www.bdc.ca

Business Development Canada

www.womensenterprise.ca

Women's Enterprises Centre

www.strategis.ic.gc.ca

Industry Canada

www.viha.ca/mho

Vancouver Island Health Authority Health Protection & Environmental Services

City of Port Alberni Economic Development Office
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