



# BUSINESS LICENCE APPLICATION GUIDELINES

A Business Licence is required if you plan to carry out business within the City of Port Alberni, as written in:  
Business Licence Regulation Bylaw 4951 – Section 3 – Licence Requirements

- 3.1 No person shall carry on a business within the City of Port Alberni unless a valid and subsisting licence has been issued for the Business.
- 3.2 A person who carries on business from more than one location shall obtain a licence under this Bylaw for each business location.

## BUSINESS LICENCE TYPES

- Business licences are valid for one calendar year, from January 1 to December 31.
- If your business operates in more than one jurisdiction, and the business you conduct performs a service in more than one community by moving from client to client rather than having a client come to a fixed location of business you may require an inter-community licence as well.

### Inter-Community Business Licence:

- The inter-community licence allows you to conduct business in 12 participating municipalities on Vancouver Island without requiring individual business licences. You **MUST** have a current City of Port Alberni business licence to be eligible. Participating communities:

- |                          |                                  |                         |
|--------------------------|----------------------------------|-------------------------|
| • City of Campbell River | • Town of Comox                  | • Village of Cumberland |
| • City of Courtenay      | • City of Qualicum Beach         | • City of Parksville    |
| • City of Port Alberni   | • City of Nanaimo                | • Town of Ladysmith     |
| • City of Duncan         | • Municipality of North Cowichan | • Town of Lake Cowichan |

## APPLICATION INFORMATION AND REQUIREMENTS

- Submit your completed application to the City of Port Alberni Development Services Department.
- Your business will be subject to inspection and approvals by the City of Port Alberni Planning Department, Fire Department and Building Department. Once planning reviews the business licence, you will be sent an email with a link to book an inspection with the building and fire inspectors.
- A Health Inspection Approval Certificate may be required 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. Please contact Island Health in addition to applying for a business licence.
- Other approvals and/or insurances may be required.
- Business licence fee payment is required before a business licence can be issued.
- Licence fees apply to a calendar year January 1 to December 31. Business licence fees are non-refundable. The annual fee is determined by the business category in the Business Licence Regulation Bylaw.

## GENERAL REGULATIONS

- Business Licence Bylaw No. 4951 sets specific regulations for businesses permitted to operate in the City of Port Alberni.
- The Zoning Bylaw regulates the permitted uses on properties within the City of Port Alberni.
- Alterations/improvements/renovations/demolition (for building and plumbing) are regulated by the City of Port Alberni Building Standards Bylaw and the British Columbia Building Code Regulations.
- The Sign Bylaw regulates the number, size, type, form, appearance, and location of signs permitted.
- 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 Protection of Privacy Act. 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. If you have any questions about the collection and use of this information, please contact the Director of Corporate Services at (250) 720-2823.

## BUSINESS LICENCE RENEWAL AND CHANGES

- Business licence renewal fees are due by January 1st of each calendar year. If the fee is unpaid by January 31st, a late fee will be charged. A business licence will not be issued until both the licence fee and late fee are paid in full. If business licence and late fee remain unpaid the business licence will be revoked and the business will be subject to a \$200/day fine.
- Any changes to ownership, location, mailing address, and/or business name requires business licence application to be resubmitted with new changes.

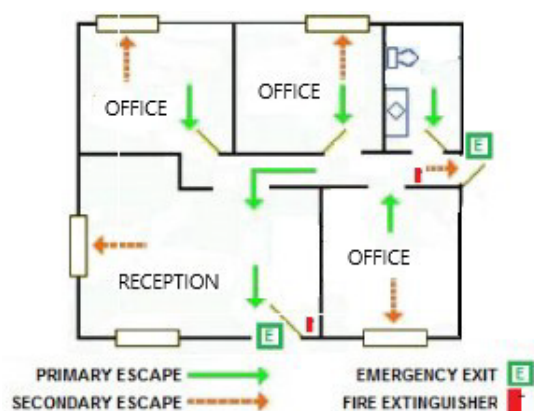
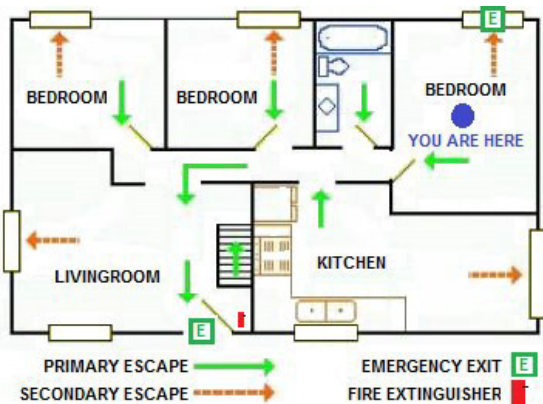


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ALL BUSINESSES LOCATED IN A COMMERCIAL, INDUSTRIAL, OR INSTITUTIONAL ZONING LOCATION OR A BUSINESS THAT HAS A HOME OCCUPATION WITH CLIENTS COMING TO THE HOME, THE FOLLOWING IS REQUIRED:

- You are “here” floor plan similar to the ones located on the back of a hotel door. Please see example below.
- Every business is required to have at least one 5lb Fire extinguisher serviced annually.
- Civic address and unit number must be permanently attached to the building and visible from the street.
- Inter-connected smoke alarms.
- Provide safe exterior access by having all fire exit doors having a clear path and be open-able from inside of the building.
- Before a business is approved, there will be an inspection completed by a building and fire inspector.

### EXAMPLE FLOOR PLANS:



### EXAMPLE FLOOR PLAN MUST INCLUDE THE FOLLOWING:

- Washroom locations.
- Location of Emergency Devices
  - Extinguishers;
  - Emergency Lighting;
  - Pull stations (if installed).
- Indicate if building has sprinkler system installed.
- Clearly mark all exits and spaces.

### OTHER INFORMATION:

- Please refer to the Bed & Breakfast handout for more information on B&B's as additional requirements need to be met.
- Prior to the approval of a business licence, all construction files and permits pertaining to this business must be completed and finalized.
- For all mobile food vendors please refer to the Mobile Vending Policy as additional requirements need to be met (including but not limited to Island Health approval and \$5,000,000 liability insurance with the City of Port Alberni named as an additional insurer).
- All Cannabis related licensing require additional requirements along with the City of Port Alberni business licence. Please contact The British Columbia Liquor and Cannabis Regulation Branch (BCLCRB) for additional provincial/federal licensing requirements.
- More information can be found at <http://www.portalberni.ca>



# BUSINESS LICENCE APPLICATION (Page 1 of 2)

PRIMARY APPLICANT/LICENSEE INFORMATION		JOINT APPLICANT/LICENSEE INFORMATION	
Name:		Name:	
Address:		Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	

GENERAL INFORMATION			
New Business	Change of Address/Location	Change of Owner	Change of Business Name
Previous information: _____			
<b>Business Name:</b>			
Business Email:		Business Phone:	
<b>Business Address</b> (Physical street address of site including postal code):			
Preferred Mailing Address for Business:      Primary applicant      Joint applicant      Business location			
Number of Employees (including owners):		Parking Spaces Available:	
Total floor area of area dedicated to the business:		Previous use of premises:	
_____ m2      or      _____ sqft			
Are there any demolition, renovations, or new construction planned whether interior or exterior:      Yes      No			
If yes, describe (in full):			
Installing Signage:      Yes      No		If yes -      New      Alterations	
If yes, a Sign Permit is required. Please complete the attached sign permit.			
Emergency Contact Name:		Emergency Contact Phone Number:	

Continued on next page.....

# BUSINESS LICENCE APPLICATION (Page 2 of 2)

TYPE OF BUSINESS	
<input type="checkbox"/> Home Occupation – work conducted within home (client comes to your home)	<input type="checkbox"/> Home Based – work in the field, based from home (home office only with no clients coming to home; and/or mobile business only)
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Mobile Food Vendor
<input type="checkbox"/> Retail Cannabis Store	<input type="checkbox"/> Commercial Location
<input type="checkbox"/> Special Event	Other:

DESCRIPTION OF BUSINESS
(Full description of business)

AREA OF COVERAGE REQUIRED
<input type="checkbox"/> Operating in the City of Port Alberni Only <input type="checkbox"/> Inter-Community (Additional \$150 per year)
The inter-community licence allows you to conduct business in 12 participating municipalities on Vancouver Island without requiring individual business licences. You MUST have a current City of Port Alberni business licence to be eligible.

APPLICANT'S ACKNOWLEDGEMENT	
I/We, the undersigned have read this application and hereby make an application for a business 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 <b>Primary Applicant:</b>	Date:
Signature of <b>Joint Applicant:</b>	Date:

**FOR ALL SIGN INSTALLATIONS  
 PLEASE COMPLETE ATTACHED  
 SIGN PERMIT  
 on next page**



# CITY OF PORT ALBERNI APPLICATION for a SIGN PERMIT

**NOTE:** The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Port Alberni as authorized by Section 26(c) of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. If you have any questions about the collection and use of this information, please contact the City Clerk at (250) 720-2810

## APPLICATION MUST BE FULLY COMPLETED

Permit Type	Fee:
<input type="checkbox"/> Sign Permit	\$40 (plus \$6.00 per additional \$1,000 or fraction of value as determined by the Building Inspector)

### THE FOLLOWING INFORMATION MUST BE SUBMITTED WITH PAYMENT OF FEES:

	Written description of the proposed development (including reasons for the proposal)
	Copy of Land Title (must be recent within last 30 days)
	<b>Two (2) sets</b> of detailed Sign Plans ( <b>Metric Units</b> ) showing the following: <ol style="list-style-type: none"> <li>Sign copy (including colours, copy area and dimensions of the sign);</li> <li>The proposed height and clearance of the sign;</li> <li>Dimensions of the wall surface of the building to which the sign will be attached;</li> <li>Structural and footing details and material specifications for the proposed sign.</li> </ol>
	<b>Two (2) copies</b> of a detailed Site Survey/Site Plan (to <b>Metric Scale</b> ) showing the following: <ol style="list-style-type: none"> <li>The proposed location of the sign in relation to the property boundaries and any buildings on the property;</li> <li>Dimensions and locations of all existing signs and buildings on the property site survey.</li> </ol>
	Mailing addresses and signatures of <b>ALL</b> registered owners
	Agent Declaration (if the Applicant is not the owner)

### SUBJECT PROPERTY INFORMATION:

**Civic Address** and Legal Description of the property where the Signage will be located (Please print)

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### LAND DESIGNATIONS

Development Permit area:

Current Zoning Designation:



**SIGN MANUFACTURER:**

Manufacturer's/ Company Name (Please print):

Phone:

Business License Number:

Email:

Address (Please print):

Postal Code:

**SIGN DETAILS:**

Type of Sign (as per this Bylaw):

Overall Height (m):

Sign Area (m<sup>2</sup>):Background Area (m<sup>2</sup>):Dimensions (m<sup>2</sup>):

Clearance from Grade (m):

Estimated Value:

Type of Sign (if more than 1 sign)

Overall Height (m):

Sign Area (m<sup>2</sup>):Background Area (m<sup>2</sup>):Dimensions (m<sup>2</sup>):

Clearance from Grade (m):

Estimated Value:

Type of Sign (if more than 3 signs, please add additional pages)

Overall Height (m):

Sign Area (m<sup>2</sup>):Background Area (m<sup>2</sup>):Dimensions (m<sup>2</sup>):

Clearance from Grade (m):

Estimated Value:

**OFFICE USE ONLY:**

Permit Number:

Permit Fee:

Date of Issue: Date (mm/dd/yyyy)