

Obtaining a Business Licence in the City of Port Alberni

If you are starting a new business, you must comply with a number of Municipal, Provincial, and Federal regulations. The number and type of regulations that apply depend on the type of business you intend to operate. Navigating the regulatory jungle is much easier today than in years past thanks to some very helpful organizations. Visit the following websites to learn more www.bcbizpal.ca , www.cfac.ca www.gov.bc.ca/business/ . For those who prefer a more personal approach, *Community Futures* maintains an office in Port Alberni at 4757 Tebo Avenue and is dedicated to assisting aspiring entrepreneurs. *Community Futures* is sponsored by *Western Economic Diversification Canada* and can be reached by telephone at (250)724-1241 or toll free 1-877-724-1241.

If your business is already established and you are looking to conduct business in Port Alberni, simply follow the application procedure. If you have doubts about whether your company or organization requires a Business Licence please contact the Business Licence Inspector at (250) 720-2831. The minimum fine for operating an unlicensed business is \$200 per day.

Application Procedure:

1. Call or attend City Hall and consult with the Engineering and Planning Department (ph: 250-723-3402) or the Business Licence Inspector (ph: 250-720-2831) regarding the type of business you intend to operate and the location in which you intend to be situated. This will ensure your chosen location is appropriately zoned for the business. This step should always be done before purchasing or leasing property or communicating a business address to provincial or federal regulators, suppliers, customers, or ordering business stationary or calling cards.
2. Complete the **City of Port Alberni Business Licence Application** form. Application forms are available at the following locations:
 - a. Online at the City of Port Alberni Website www.portalberni.ca
 - b. Online at ONESTOP Business Registry www.bcbusinessregistry.ca
 - c. Through links at www.bcbizpal.ca
 - d. In person at City Hall
 - e. In person at *Community Futures*
3. Mail or bring your signed application to City Hall. The fee for a business licence is dependent on the class of business. The fee applicable to your type of business can be obtained by calling the Business Licence Inspector at 250-720-2831. If you know the fee, you may submit a cheque or money order with the application.
4. Most applications are processed within five business days. You will be contacted by telephone when your business licence has been processed. The licence will be available at the Payment Counter at City Hall. The Payment Counter accepts cash, cheque, or debit card. If your licence has been prepaid you may choose to have it mailed to you.