



BUSINESS LICENCE APPLICATION

PRIMARY APPLICANT INFORMATION		JOINT APPLICANT INFORMATION	
Name:		Name:	
Address:		Address:	
City:	Postal Code:	City:	Postal Code:
Phone:	Cell:	Phone:	Cell:
Email:		Email:	
GENERAL INFORMATION			
<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Address/Location	<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Change of Business Name
Business Name:			
Business Email:		Business Phone:	
Business Address (Physical street address of site including postal code):			
Preferred Mailing Address for Business:	<input type="checkbox"/> Primary applicant	<input type="checkbox"/> Joint applicant	<input type="checkbox"/> Business location
Proposed Opening Date:			
Number of Employees (including owners):		Parking Spaces Available:	
Total floor area of business: Sqft m ²		Previous use of premises:	
Demolition, renovations, new construction planned whether interior or exterior: Yes No			
If yes, describe (in full):			
Installing Signage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	IF YES -	<input type="checkbox"/> New <input type="checkbox"/> Additional <input type="checkbox"/> Alterations
If yes, a Sign Permit may be required. Please follow-up with staff for application information.			
TYPE OF BUSINESS (Business Licences are valid for the calendar year, from January 1 to December 31)			
Home Occupation – work conducted within home (client comes to your home and/or you work from home)		Home Based – work in the field, based from home (no clients in home; mobile business only)	
Bed & Breakfast		Mobile Food Vendor	
Retail Cannabis Store		Commercial Location/Other	
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. Participating communities: Campbell River, Comox, Courtenay, Cumberland, Port Alberni, Qualicum Beach, Parksville, Nanaimo, Ladysmith, North Cowichan, Lake Cowichan, and Duncan.			
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 Primary Applicant:		Date:	
Signature of Joint Applicant:		Date:	