



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
 - City of Courtenay
 - City of Port Alberni
 - City of Duncan
 - Town of Comox
 - City of Qualicum Beach
 - City of Nanaimo
 - Municipality of North Cowichan
 - Village of Cumberland
 - City of Parksville
 - Town of Ladysmith
 - 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. The Building and Fire Inspectors will contact you for your first inspection.
- 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.
- Other approvals and/or insurances may be required.
- Business licence fee payment is required before a business licence can be issued – See Schedule “A” fees.
- 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 and is set out in Schedule “A” of 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 and the business licence is not obtained by January 31st, a late fee will be charged. Business licence is not issued until both the licence fee and late fee are paid in full. If business licence and late fee remain unpaid, business licence will be revoked and business will be subject to a \$200/day fine.
- Any changes to owner, location, mailing address, and/or business name requires business licence application to be resubmitted with changes.



BUSINESS LICENCE APPLICATION

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			
<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
Number of Employees (including owners):		Parking Spaces Available:	
Total floor area of business: Sqft m ²		Previous use of premises:	
Are there any demolition, renovations, or new construction planned whether interior or exterior: If yes, describe (in full):			Yes No
Installing Signage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes -	<input type="checkbox"/> New <input type="checkbox"/> Alterations
If yes, a Sign Permit may be required. Please follow-up with staff for application information.			

TYPE OF BUSINESS	
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
(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 Primary Applicant: _____ Date: _____
Signature of Joint Applicant: _____ Date: _____