



CITY OF COURTENAY
Planning Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-334-4441 Fax: 250-334-4241
Email: planning@courtenay.ca

BUSINESS LICENCE APPLICATION GUIDELINES

A Business Licence is required if you plan to carry out business within the City of Courtenay.

INTERMUNICIPAL AND INTER COMMUNITY BUSINESS LICENCES

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 place of business, including, but not limited to the following:

- General Contractors
- Trades (Plumbers, Electricians, etc.)
- Cleaning Services
- Pest Control

INTER MUNICIPAL BUSINESS LICENCE:

This licence includes both the Town of Comox and the City of Courtenay and the yearly fee is \$150.00.

INTER COMMUNITY BUSINESS LICENCE:

This licence includes the following participating municipalities and the yearly fee is \$250.00.

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

GENERAL REGULATIONS AND APPLICATION INFORMATION

Businesses operating in the City of Courtenay are regulated by the following bylaws and permit requirements:

- The Business Licence Bylaw sets the fees and specific regulations for business types permitted to operate in the City of Courtenay
- The *Zoning Bylaw* regulates the permitted uses on properties within the City of Courtenay.
- Commercial tenant alterations/improvements (for building and plumbing are regulated by the *Building Bylaw and British Columbia Building Code regulations*)
- The *Sign Bylaw* regulates the number, size, type, form, appearance and location of signs permitted in the City of Courtenay
- Submit your *Business Licence Application* and payment to the City of Courtenay Building Department. Please note that the City only accepts cash, cheque or debit as forms of payment.

BUSINESS LICENCE RENEWAL and CHANGES

Renewal notices are mailed out in mid-November of each year to all businesses that possess a current City of Courtenay business licence. Business licence fees are due by the end of February of each year. If a licence is not obtained by the renewal due date, a late payment will be charged.

1. If any changes to the business licence are required, a completed business licence application form must be submitted to the City of Courtenay along with a fee of \$20.00.



CITY OF COURTENAY
 Building Services
 830 Cliffe Avenue
 Courtenay, BC V9N 2J7
 Tel: 250-703-4862 Fax: 250-334-4241
 Email: building@courtenay.ca

BUSINESS LICENCE APPLICATION

PRIMARY APPLICANT INFO.		JOINT APPLICANT INFO.	
Name:		Name:	
Address:		Address:	
City:	Postal:	City:	Postal:
Tel:	Cel:	Tel:	Cel:
Fax:	DOB:	Fax:	DOB:
Email:		Email:	

I/WE THE UNDERSIGNED MAKE APPLICATION FOR A BUSINESS LICENCE IN ACCORDANCE WITH THE INFORMATION GIVEN AND DECLARE THE STATEMENTS ARE TRUE AND CORRECT. I/WE UNDERTAKE, IF GRANTED THE LICENCE APPLIED FOR, TO COMPLY WITH EACH AND EVERY OBLIGATION CONTAINED IN BYLAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE CITY OF COURTENAY.

Signature of Primary Applicant:	Date:
Signature of Joint Applicant:	Date:

GENERAL INFORMATION

New Business Change of Mailing Address Change of Business Location Change of Owner Change of Trade Name

Previous Location or Trade Name:

Business Trade Name:

Business Location:

Select the Primary Mailing Address for Business: Primary Applicant Joint Applicant Business Location

Proposed Opening Date:

Number of Employees:

Parking Spaces Available:

Retail Area (sq. ftg.):

Previous Use of Space:

IMPROVEMENTS OR ALTERATIONS PLANNED - INTERIOR AND OR EXTERIOR: NO YES

If yes, describe (in full):

SIGNAGE: NO YES (IF YES - NEW ADDITIONAL ALTERATIONS)

If yes a Sign Permit may be required. Please follow up with staff for application information.

DESCRIPTION OF BUSINESS (IN FULL) TO BE CONDUCTED

GENERAL CONTRACTORS TRADES & MOBILE BUSINESSES

PLUMBING CONTRACTOR TRADE QUALIFICATION (TQ)#

OPERATING IN COURTENAY ONLY

INTER MUNICIPAL (COMOX & COURTENAY) \$150.00 PER YEAR

INTER COMMUNITY (DUNCAN TO CAMPBELL RIVER) \$250.00 PER YEAR

CRIMINAL RECORD INFORMATION

DO YOU HAVE A CRIMINAL RECORD? NO YES If yes please specify:

I AUTHORIZE THE CITY OF COURTENAY TO DO A CRIMINAL RECORD CHECK IF NECESSARY

OFFICE USE ONLY

CLASSIFICATION:

FEE:

ROLL #:

ACCOUNT NO:

REFERRALS: FIRE DEPT BUILDING DEPT PLANNING DEPT VIHA TOWN OF COMOX