



CITY OF COURTENAY
Development Services
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Tel: 250-703-4835 Fax: 250-334-4241
Email: businesslicence@courtenay.ca

BUSINESS LICENCE APPLICATION GUIDELINES

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

BYLAW NO. 2523 - SECTION 2 - GENERAL REGULATIONS

2.1 No person shall carry on a business within the City without first:

- a. *paying the fee for a business licence as described under Schedule A of this bylaw; and*
- b. *obtaining a City business licence; or*
- c. *being the holder of a valid Inter Municipal business licence.*

BUSINESS LICENCE TYPES

Business Licences are valid for the 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 place of business you will require an Inter Municipal or Inter Community Licence.

COURTENAY ONLY BUSINESS LICENCE:

This licence includes Courtenay only and the annual fee will range depending on business type.

INTER MUNICIPAL BUSINESS LICENCE:

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

INTER COMMUNITY BUSINESS LICENCE:

This licence includes the following participating municipalities and the annual 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 | • City of Campbell River |

GENERAL REGULATIONS AND APPLICATION INFORMATION

- Submit your completed application with payment to the City of Courtenay Building Department. Please note payment is due at the time of issuance in the form of cash, cheque or debit.
- If your Business is *not* mobile (i.e. it has a storefront location or is an office where the public will be frequenting), you are required to provide a Floor Plan as well as a Site Plan with your application.
- **Allow 2-3 weeks from the time of application to Issuance;** the Planning Department will need to review permitted uses per the zoning of your business location. Also, a Building Inspector and the Fire Dept. will attend as part of the referral review process.
Businesses operating in the City of Courtenay are regulated by the following bylaws included, but not limited to:
 - The *Business Licence Bylaw* No. 2523 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

BUSINESS LICENCE RENEWAL AND CHANGES

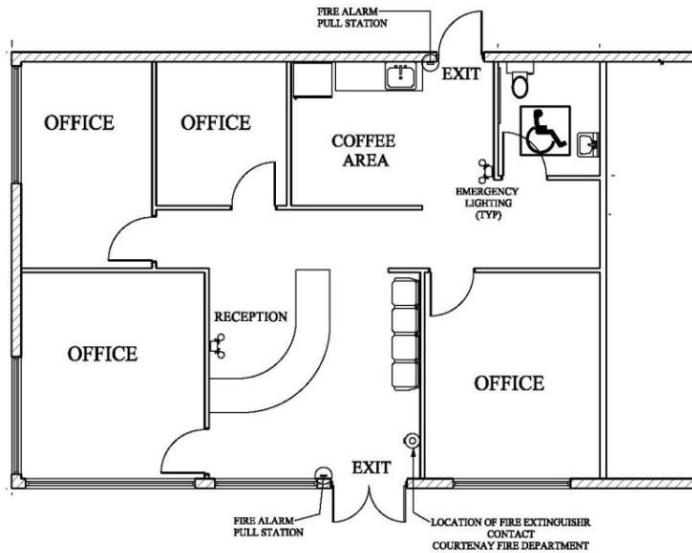
Renewal notices are mailed out at the end of December of each year to all businesses that possess a current City of Courtenay business licence. If a licence is not obtained by the renewal due date, a late payment fee calculated at 25%, for those licences paid on or after March 1, or 50%, for those licences paid on or after June 1, of the annual licence fee will be charged. If changes to the business licence location are required, a completed business licence application form must be re-submitted along with a fee of \$20.00.



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BUSINESS LICENCE APPLICATION GUIDELINES

EXAMPLE FLOOR PLAN Business License Application



PLANS MUST INDICATE

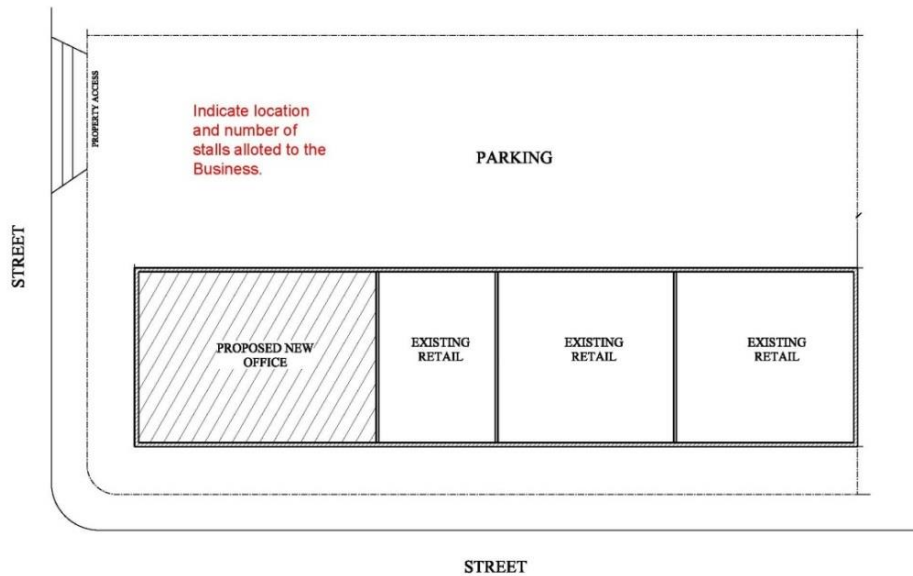
Washrooms

- Location of Emergency Devices
- Extinguishers
 - Emergency Lighting
 - Pull Stations (if installed)

Indicate if Building is Sprinklered

Clearly mark all Exits and Spaces

EXAMPLE SITE PLAN Business License Application



PROJECT ADDRESS _____
LEGAL DESCRIPTION _____



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BUSINESS LICENCE APPLICATION

PRIMARY APPLICANT INFO.		JOINT APPLICANT INFO. (if applicable)	
Name:		Name:	
Address:		Address:	
City:	Postal:	City:	Postal:
Tel:	Cel:	Tel:	Cel:
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 Location Change of Owner Change of Trade Name

Business Trade Name:

Business Location (including postal code):
(If mobile, state 'mobile only')

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

AREA OF COVERAGE REQUIRED

OPERATING IN COURTENAY ONLY

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

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

OFFICE USE ONLY

CLASSIFICATION:

REFERRALS: Fire Bldg Dept Planning Comox

FEE:

PAYMENT DATE:

BL BATCH:

LICENCE NO:

DATE OF APPROVAL:

APPROVED BY: