



City Hall Annex (above the Bank of Montreal)
Port Coquitlam BC V3C 3G4
Tel 604.927.5238 Fax 604.927.5404
Email businesslicensing@portcoquitlam.ca

COMMERCIAL BUSINESS LICENCE APPLICATION

Please note application must be completed in full to be processed.

SECTION 1 - BUSINESS INFORMATION						
Application Date:		Licence No.:				
		Account No.:				
This application is	for a:	☐ Change of Ownership				
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**- (1	Change of Locatio	-				
_	ation only, please provide previo	us address:				
Business start date:						
Business type:	☐ Retail ☐ C	Out-of-Town Contractor				
	☐ Child Care ☐ P	ersonal Service				
	☐ Offices ☐ P	rofessional				
Form of ownership:	☐ Sole Proprietorship 〔	☐ Corporation ☐ Partnership ☐ Non-Profit Society				
Business Incorporated or Registered? Yes If yes, a copy of the Certificate of Incorporation or Statement of Registration for the Business is required.						
□ No						
Business Name:						
Business Address:						
Business Phone:	Business Phone: Email:					
Zoning of business property: CC Community Commercial NC Neighbourhood Commercial						
	DC District Con	nmercial SSC Service Station Commercial				
	lacksquare Other (specify):				
Number of employees working at the business location:						
Are you a joint tenant with another business at the same premises:						
		□ No				
Licencee Informat	ion (Primary Contact):					
Name:	Position:					
Mailing Address:						
Phone:	hone: Email:					
Emergency Contact Name: Emergency Contact Phone:		Emergency Contact Phone:				
Emergency Contact Name:		Emergency Contact Phone:				

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Nature/description of business – Details of your business activities must include type and nature of the activity,					
including products sold and services rendered.					
Places refer to Zonica Bulan. 2000. No. 2020 for emplicable communical hydrone regulations					
Please refer to Zoning Bylaw , 2008 , No. 3630 for applicable commercial business regulations.					

SECTION 2 – COMMERCIAL SPACE						
Total Floor Area:			# of Vending Machine(s) or ATM(s):			
Number of Seats:						
Number of Parking Stalls:						
Liquor Licensed Establishment? Attach a copy of the Liquor Licence	☐ Food Primary		Liquor Primary			
Child Care Facility?	☐ Yes	□ No	Number of Children:			
Are you proposing any interior or exterior alterations?			Yes	□ No		
Have you applied for a building and/or development permit?			☐ Yes	□ No		
** The City recommends confirming existing alterations were completed with required permits and inspections. Please contact the Building Division at 604.927.5444 for more information. **						

CITY OF PORT COQUITLAM

SECTION 3 - APPLICANT STATEMENT

I/We the undersigned confirm as the business owner(s)/agent for the owner(s) that the above noted information is correct and agree to comply with all relevant provisions of the Business Bylaw No. 3725, Zoning Bylaw No. 3630 and other applicable City of Port Coquitlam Bylaws. It is also understood that the business owner(s) is/are responsible for the overall management of the business including staff while representing the owner(s)' business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation.

Business Owner/Director #1 (person, corporation or society):					
Print Name:	Signature:	Date:			
Business Owner/Director #2 (person, corporation or society):					
Print Name:	Signature:	Date:			

IMPORTANT: This application will not be processed without the application fee. Please contact the Business Licensing Division for applicable fees.

All information gathered for business licensing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act. Business Licences are public records and are available for inspection on request at the City Hall Annex. The City also makes business licence information available in various publications on the City website and/or in hard copy format. If you do not wish your business information to be made available in any additional publications, a request in writing to decline publication must be received by the Business Licensing office.