

CITY OF PORT COQUITLAM

Nature/description of business – *Details of your business activities must include type and nature of the activity, including products sold and services rendered.*

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? <input type="checkbox"/> Food Primary <input type="checkbox"/> Liquor Primary <i>Attach a copy of the Liquor Licence</i>	
Child Care Facility? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Children:
Are you proposing any interior or exterior alterations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you applied for a building and/or development permit?	<input type="checkbox"/> Yes <input type="checkbox"/> 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. **	

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.