

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:		<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Ownership
		<input type="checkbox"/> Change of Location	<input type="checkbox"/> Change of Trade Name
Business start date: _____			
Business type:		<input type="checkbox"/> Retail	<input type="checkbox"/> Out-of-Town Contractor
		<input type="checkbox"/> Child Care	<input type="checkbox"/> Personal Service
		<input type="checkbox"/> Offices	<input type="checkbox"/> Professional
Form of ownership:		<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Corporation
		<input type="checkbox"/> Partnership	<input type="checkbox"/> Non-Profit Society
Business Incorporated or Registered?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, attach copy of Certificate of Incorporation or Statement of Registration for Business.</i>			
Business Name: _____			
Business Address: _____			
Business Phone: _____		Email: _____	
Zoning of business property:		<input type="checkbox"/> CC Community Commercial	<input type="checkbox"/> NC Neighbourhood Commercial
		<input type="checkbox"/> HC Highway Commercial	<input type="checkbox"/> SSC Service Station Commercial
		<input type="checkbox"/> LFC Large Formal Commercial	<input type="checkbox"/> Other (specify) _____
Number of employees working at the business location: _____			
Are you a joint tenant with another business at the same premises:		<input type="checkbox"/> Yes (specify) _____	
		<input type="checkbox"/> No	
Licencee Information (Primary Contact):			
Name: _____		Position: _____	
Mailing Address: _____			
Phone: _____		Email: _____	
Emergency Contact Name: _____		Emergency Contact Phone: _____	
Emergency Contact Name: _____		Emergency Contact Phone: _____	

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.