

OUT OF TOWN CONTRACTOR'S 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 an: Out-of-Town Contractor Business Licence

Business start date:

Business type:

Form of ownership: Sole Proprietorship Corporation Partnership Non-Profit Society

Business Incorporated or Registered? Yes No

If yes, attach copy of Certificate of Incorporation or Statement of Registration for Business.

Business Name:

Business Address:

Business Phone: _____ Email: _____

Licencee Information (Primary Contact):

Name: _____ Position: _____

Mailing Address:

Phone: _____ Email: _____

Emergency Contact Name: _____ Emergency Contact Phone: _____

Nature/description of business – Details of your out-of-town contracting business.

Please refer to [Zoning Bylaw, 2008, No. 3630](#) for applicable Out-of-town Contractors Business Licence Regulations.

SECTION 2 – 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:

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.