

TRI-CITIES INTERMUNICIPAL BUSINESS LICENCE APPLICATION

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

SECTION 1 – BUSINESS INFORMATION

| | |
|-------------------------|---------------------|
| Application Date: _____ | Licence No. : _____ |
| | OFFICE USE ONLY |
| | Account No.: _____ |

This application is for an: Intermunicipal Business Licence

Resident Business start date: _____

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 Contact Information

Please Note: Business contract information is not considered personal information and will be released on request.

Business Name: _____

Business Address: _____

Business Phone: _____

Business Email: _____

Owner Name: _____

Mailing Address (if different than above): _____

Owner Phone: _____

Emergency Contact: To be used in an emergency situation only

Emergency Contact Name: _____

Emergency Contact Phone: _____

Business Description

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

Please refer to [Zoning Bylaw, 2008, No. 3630](#) for applicable Intermunicipal 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.

Furthermore, the undersigned acknowledge that:

- A Tri-Cities Intermunicipal Business Licence is valid only in Port Moody, Coquitlam and Port Coquitlam.
- A mobile business that is issued a Tri-Cities Intermunicipal Business Licence must comply with the bylaws of each participating municipality.
- A Tri-Cities Intermunicipal Business Licence expires at the same time as the business licence for the location, shop, office, or home base, which in Port Coquitlam is December 31st of the year of issue.

The annual Tri-Cities Intermunicipal Business Licence fee must accompany this application.

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 section 26(c) *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 or have any questions about the collection of your personal information contact the Business Licensing office at 604-927-5238 or businesslicensing@portcoquitlam.ca.