



**APPLICATION FOR A BUSINESS LICENCE**

Contact Person:			
Mailing Address:			(       )
Name of Business:			Postal Code
Business is Located at:			
Emergency Contact #:		Business Phone #:	
Email:		Website:	
Description of Business:			
Did you check to ensure the location of your business is zoned for your proposed business?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your business a different type of business/use than was formerly in the building?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>A change of use may trigger additional requirements, contact Development Services 250-784-3654 to verify additional requirements.</i>			
Will your business require any demolition, alterations or new construction on the building or premises? <i>If yes, contact the Building Department at 250-784-3655.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you putting up a sign? <i>A Sign Permit is required before placing a sign. Contact 250-784-3655.</i>			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this a Home Based Business	<input type="checkbox"/> Yes <input type="checkbox"/> No	Is a liquor/ cannabis license required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has applicant ever been convicted of an offence of a criminal nature or had a previous Business Licence cancelled or refused?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this an Intercommunity Business Licence?			<input type="checkbox"/> Yes <input type="checkbox"/> No
Post this license on our website	<input type="checkbox"/> Yes <input type="checkbox"/> No	I want to renew this license each year	<input type="checkbox"/> Yes <input type="checkbox"/> No
Any additional information:			
<p>I, (we) make application for a licence in accordance with the particulars listed above and state that the above information is true and correct and I undertake that, if I am granted the licence applied for, I will comply with each and every obligation contained in all laws and bylaws now in force or which hereafter come in force in the City of Dawson Creek.</p> <p>If I move the business to a new location, I must reapply for a new business licence. <u>Licences are not transferable and inspections will be required at my new business address.</u> All alterations to a commercial building require a building permit. The civic address of my business must be posted on the property and visible from any adjoining streets. Permission to operate my business is not granted until all required inspections are completed and the License Inspector has issued approval.</p>			
Printed Name:		Applicant's Signature:	
Date:			
<b>FOR OFFICE USE:</b>	Classification:	Amount: \$	Code:3618
Account #:	ICBL fee: \$		<b>TOTAL FEE: \$</b>
		Code:3617	
Fire Department:		Date:	
Health Department:		Date:	
Building Inspector:		Date:	
BCSPCA:		Date:	
Licence Inspector:		Date:	