

WHY DO I NEED A BUSINESS LICENSE?

The Business License Bylaw requires a business to have a license in order to operate legally or advertise within the City of Dawson Creek.

The bylaw allows the City to ensure that public health and safety regulations are being met at businesses where the public has access. Please check and ensure that the **location** of your proposed business is **zoned correctly for your business**.

Your customers expect that you will be properly licensed. Customers often check with the City before choosing a company to do business with.

When do I need to get a business license?

You are required to have a business license prior to opening your door to the public. This license must be displayed in your business.

Do I need any permits?

A building permit is required prior to making any major renovations at your new business. If you wish to install a sign for your business, you will need to contact the Building Inspector at 250.784.3654 as all signs require a permit.

What happens if I operate my business without a license?

Municipal fines vary from \$100 per day for such an offence and continue to as much as \$2,000.

Who must apply for a business license?

The owner of the business or anyone who has authority to sign on the owner's behalf can apply for the business license.

Can you send me a business license application form?

The application can be mailed, faxed, or emailed, and is available on our website or at OneStop (BC Business Registry).

When I apply for a business license what will I need?

We will require the following:

- Business name
- Business address
- Phone number, fax number, and email address where we can reach you
- Mailing address if different from business address
- Postal code
- Owner name, home address, home phone number
- Exact nature of business to properly identify applicable fees.

There are additional requirements for select businesses. For some businesses we require copies of trade qualification certificates.

What is OneStop Business Registration?

After your name search is done you can register at the Government Agent's Office or at www.bcbusinessregistry.ca. You no longer have to visit multiple locations to get your business started. You can apply for a Municipal Business License; register with Canada Customs and Revenue Agency for GST, payroll deductions, corporate income tax and import/export accounts; register a Proprietorship or Partnership; register as a vendor for the Provincial Sales Tax; register as an employer with the Workers' Compensation Board, and apply for Personal Optional Protection with the WCB. You control whom you register with, it is an easy OneStop process.

What is the business license fee?

The fees vary depending on the nature of the business. They range from \$93.75 to \$2,000 per year depending on the nature of the business.

The majority of our license fees are \$93.75 per year.

If your business is opening after July 31, you will pay a half year rate.

What is an Intercommunity Business License?

If you do business in more than one community it might be beneficial to purchase an Intercommunity Business License (ICBL). For an additional \$130 you can purchase an ICBL which will give you a business license for each of the following communities:

- Chetwynd
- Fort St John
- Hudson's Hope
- Pouce Coupe
- Taylor
- Tumbler Ridge

Not all businesses qualify for this type of license. Businesses that perform a service or activity within more than one participating municipality by moving from client to client rather than having clients come to them may qualify for an ICBL. Please contact the business license department for more information.

What is the procedure?

All commercial businesses need to have inspections conducted. Some home-based businesses (where customers do not enter the premises) do not require inspections. As soon as we receive the completed application form and license fee, appointments can be scheduled.

- Fire Department 250.782.9898
- Building Department 250.784.3654
- Health Department 250.719.6500

The fire department and building departments must conduct a physical inspection for all commercial and some home-based businesses.

Some business licenses, such as massage therapists, hair dressers, restaurants, day cares, etc., need clearance from the Northern Health Authority as well as the City of Dawson Creek Fire and Building Departments.

What if I move my business to a new location?

The City of Dawson Creek must be notified in writing of your business move. Inspections will be required at your new business address. Business license fees are not transferable to new locations.

What if I decide to choose a new name for my business?

The City of Dawson Creek must be notified at your earliest opportunity so that our files can be updated.

What if I sell or close my business?

If you choose to sell or close your business please notify the City of Dawson Creek, in writing, of the date your business will be closed.

Can I operate a business from my home?

Certain types of businesses may operate from home with some restrictions. The City's Zoning Bylaw restricts the type of businesses that are allowed in a residential neighbourhood to minimize disturbances to surrounding properties. A Home Based Business cannot operate from a home that also has a secondary suite in it. Please contact the License Inspector for more information.

How do I pay for my first business license?

The payment of a business license fee is due prior to the license being issued. Payment may be made by debit, cash, cheque, Visa, or MasterCard.

Once inspections are completed and the business license is printed, it must be displayed in a prominent location on the premises. For mobile services, a copy of the license should be carried in the equipment/vehicle or with the individual while engaging in business activities. Each vehicle requires a separate license.

When is the annual renewal of my license due?

All businesses must renew their business license by January 1st of each year by submitting the annual license fee. Invoices are sent out to existing businesses the first week of December.

Our goal is to help you obtain your business license quickly. We are committed to making the process as simple and stream-lined as possible. If you require additional information please call:

Business Licensing

Ph: 250.784.3618

Fax: 250.782.3352

Email: businesslicense@dawsoncreek.ca