

FOR OFFICE USE ONLY
Business License #:

Application received by:

All business licences expire on December 31st of the current year. Renewal notices are mailed in January for the current year to the current address we have on file for your business. Please be sure to update the City should this address change.

Business licences will remain valid if all commercial properties are recorded and updated to the City within a reasonable amount of time.

This form requires you to identify all rental units you own per property. If you have MULTIPLE properties with rental units you complete one application form, obtain one business license, and pay an annual business license fee based on the total number of rental units on all properties listed on the application form.

If you occupy units within the buildings please identify them in the number of total units but do not count towards total rental units.

Commercial rental property license fees:

One unit = \$75

Ten or less units = \$100

11 or more units = \$150

Applicant Type

New Licence New Ownership (\$50) Business Name Change

Business Type

General commercial Mall Office Other:

Business Information (if applicable)

Business Operating Name: _____

Property Owner Information

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Phone: _____ Alt Phone: _____ Email: _____

If applicant is a minor, written acknowledgment and consent by a parent or guardian must be provided

Agent Information (Must submit written authorization from property owner with this form to act on their behalf)

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____ Country: _____

Phone: _____ Alt Phone: _____ Email: _____

Continued on page 2.



List all commercial properties

Property (Each)	All civic addresses associated	Postal code	Number of buildings	Total number of units	Total units for rent
EXAMPLE Property 1	100 City St 103 City St 105 City St	V2J 1A1	2	3	3
Property 1					
Property 2					
Property 3					
Property 4					
Property 5					
Property 6					
Property 7					

Agreement

I/We, the undersigned, confirm as the applicant and/or business owner(s) that the above noted information is correct and agree to comply with all relevant provisions of the Business Regulation and Licensing Bylaw, any other applicable City bylaws and other laws in force, now and in the future. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. I/We, the undersigned, understand that renewal fees are due January 1st of each calendar year and that I/We will notify the City of Quesnel if I/We no longer require a business licence.

I/We, the undersigned, understand that the personal information collected on this form is collected for the purpose of processing this application and for the administration and the enforcement of this business license.

The personal information collected is under the authority of the Community Charter, Local Government Act and the City's bylaws. In accordance with the Freedom of Information and Protection of Privacy Act, this application and associated documentation may become part of a public record. Questions about the collection of your personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton, at 250-992-2111.

Print Name

Signature(s)

Date