

Information and guide for business licence applicants

Business Licence Required

- It is a violation of the City of Quesnel Business Regulation and Licensing Bylaw to engage in business in the City of Quesnel without first obtaining a business licence.
- The licence is valid only for the legal entity listed on the licence.
- The full business licence fee is to be paid with the application. The fee includes a non-refundable processing fee of \$50.00.
- Renewal date for business licences is January 1st of each year.
- A business licence does not authorize the holder to conduct business in violation of the Zoning Bylaw. All applications are reviewed for compliance.
- A new application must be made if ownership or location of a business changes, which will be subject to a \$50.00 processing fee.
- On July 31st of each year, all business licence fees are prorated to a half-year rate.

Which Business Licence Application Form should you complete?

The City of Quesnel has two application forms:

1. **Accommodation** Complete the Accommodation Business Licence Application Form if you own the following:
 - Apartment
 - Assisted Living Building
 - Bed and Breakfast
 - Hotel
 - Lodging House
 - Mobile Home Park
 - Motel
 - Private Property Rental
 - RV Park

Refer to ["Rental Property Business Licence Information Sheet"](#) for more information when completing this Application Form.

2. **General Business**

Complete the (general) Business Licence Application Form for all other businesses not listed above.

10 Steps to Complete your General Business Licence Application Form

1. Determine Type of Business:

The following definitions are provided for clarity (see Business Regulation and Licensing Bylaw for full descriptions of all business types):

- Commercial Retail - any building where goods, wares, merchandise, substances, articles, or things are sold.
- Financial Institution – any business operating financial and investment services (bank, trust company, and credit union or cash lending businesses).
- Mobile Vendor – any business offering for sale goods or food from a mobile unit (note, this does not include service trucks, i.e. building contractors, landscapers, etc.)
- Nightclub/Pub – any bar, pub, lounge or nightclub where the primary purpose is to serve alcohol.

2. Business Information:

- Provide the FULL legal business name; and
- First date of operation.

3. Physical Location of Business:

- The address of the actual location where the business is taking place.
NOTE: This address must be kept up to date, as this is the address the City will mail renewal notices to.

4. Mailing Address of Business:

- Complete if address is different than physical location of business.

5. Owner Information:

- Complete name, address and telephone numbers.

6. Owner Information (Previous):

- Complete if there is an ownership change.

7. Business Location Information:

- ALL BUSINESSES complete section with:
 - i. Description of business;
 - ii. Ownership information;
 - iii. Previous occupancy;
 - iv. Construction and/or renovations; and
 - v. Placement of signage

8. Section A: ALL BUSINESSES to complete all sections that apply:

- NOTE: Some information may not apply to mobile vendors or mobile businesses
- Home Based Businesses to complete all sections except number of seats.

9. Review the Documentation Checklist:

- Ensure all required documents are submitted with application.

10. Owner must sign and date the application.