

INFORMATION AND GUIDE FOR BUSINESS LICENSE APPLICATIONS

Business License 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 license.
- ✓ The license is valid only for the legal entity listed on the license.
- ✓ The full business license fee is to be paid with the application. The fee includes a non-refundable processing fee of \$50.00.
- ✓ Renewal date for business licenses is January 1st of each year.
- ✓ A business license 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 license fees are prorated to a half-year rate.

Which Business License Application Form should you complete?

The City of Quesnel has two application forms:

1. Accommodation

Complete the Accommodation Business License Application Form if you own the following:

- | | |
|----------------------------|---------------------------|
| ✓ Apartment | ✓ Mobile Home Park |
| ✓ Assisted Living Building | ✓ Motel |
| ✓ Bed and Breakfast | ✓ Private Property Rental |
| ✓ Hotel | ✓ RV Park |
| ✓ Lodging House | |

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

2. General Business

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

10 Steps to Complete your General Business License 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.