



City of Fort St. John HOME OCCUPATIONS BUSINESS LICENCE APPLICATION FORM

Schedule C of Business Licence Bylaw No. 2372, 2017

10631 100 Street | Fort St. John, BC | V1J 1X2 Phone: (250) 787-8150 Fax: (250) 787-8181

For Office Use Only **BUSINESS LICENCE NUMBER:**

For information, or assistance completing this application, please contact the City of Fort St. John at **(250) 787-8150** or by visiting the City website at **www.fortstjohn.ca**.

IMPORTANT: This application form is for the purpose of attaining a Business Licence for home occupations including standard, minor and bed and breakfasts. This form must be completed entirely and submitted with the fee to the City of Fort St. John prior to the operation of the home business. Incomplete forms will not be processed. Completion of this application does not guarantee an approval for a Business Licence. **Please review the City of Fort St. John Zoning and Business Licence Bylaws for further information.**

Part A: BUSINESS INFORMATION

Business or trade name: _____

Business address: _____

City: _____ Province: _____ Postal Code: _____

Phone: (____) _____ Fax: (____) _____ Cell: (____) _____

Email: _____ Website (if applicable): _____

Designated zoning: _____ Number of employees (excluding owners): Full time _____ Part time _____

Describe all business activities / services in Fort St. John: _____

Is your business involved with the storage of materials? YES NO

If yes, please describe the type of materials: _____

Does your business involve providing goods or services at a job site(s) away from your residence? (i.e. carpet cleaning, home renovations): YES NO

Do you use a vehicle(s) in the operation of your business? YES NO

If YES, what kind of vehicle(s): _____ Approx weight of vehicle: _____ lbs.



City of Fort St. John

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Part A: BUSINESS INFORMATION

Please provide the number of off street parking spaces available on the property: _____

Will you be advertising your business? YES NO Will you require a sign? YES NO

If YES, what size will your sign be? _____ Where will the sign be located? _____

Part B: OWNERSHIP INFORMATION

Principals involved in the Business (Please list all Owners involved in the business – **please print clearly**):

Name (First and Last)	Title/ Position	Address	City	Postal Code	Phone Number
					()
					()
					()

Emergency Contact Name: _____ Phone: (_____) _____

Relation to Emergency Contact: _____

Part C: APPLICANT'S DECLARATION

Business licences are effective one year from date of issuance. They are non-transferable and the licence fee(s) will be determined by the City of Fort St. John Business Licence Department, depending on the type of business and according to Schedule A of the Business Licence Bylaw.

No person shall carry on a Business from a residence unless the Business meets all requirements of a Home Occupation as stated in the City of Fort St. John Zoning Bylaw No. 2181, 2014, as amended from time to time. Any person contravening any provisions of the Business Licence Bylaw shall be guilty of an offence punishable under the provisions of the *Community Charter* Section 264 or the *Offense Act*, R.S.B.C. 1996, c338.

The information provided in this application is for the purpose of determining the applicant's eligibility for a Business Licence in the City of Fort St. John pursuant to Bylaw(s). In completing and signing this form, you have declared that all the information provided herein is correct and consent to the sharing of such information with all applicable City of Fort St. John departments and related agencies for the purpose of required inspections and approval of this business licence application. The applicant declares that they have read and agree to comply with all stated regulations and bylaws enacted by the City of Fort St. John as well as all Provincial and Federal laws as required.

Signature: _____ Title: _____

Printed Name: _____ Date: _____

Part D: APPROVAL PROCESS (FOR OFFICE USE ONLY)

DEPARTMENT:	APPROVAL (Signature):	DATE:	COMMENTS:
Building Department			
Fire Department			
Health Department			
Planning & Engineering			

FINAL APPROVAL by Business Licence Inspector:			
DATE APPROVED:		BUSINESS LICENCE NUMBER:	
LICENCE FEE: \$		APPLICATION PROCESSED BY:	
FEE PAID ON DATE:			
COMMENTS:			

Please visit the City of Fort St. John website at www.fortstjohn.ca/business-licenses if you wish to utilize one of the services below.

BIZPAL (www.bizpal.ca)

BizPaL is an online service that simplifies the business permit and licence process.

Easy and convenient, BizPaL provides Canadian businesses with one-stop access to permit and licence information for all levels of government and slashes document research time to help entrepreneurs start up faster.

BizPaL helps you generate a personalized list of the business documents that are needed by all levels of government (local, provincial, regional and federal) in order to grow or start your business.

If you are already operating, BizPaL can help you verify that you have all the correct permits and licences.

ONESTOP (www.onestopbc.ca)

OneStop Business Registry is an online access provided by the British Columbia government who has partnered with federal and municipal governments such as the City of Fort St. John and other provincial agencies to cut red tape and make it easier to start a business in British Columbia.

This service can be used by proprietorships, partnerships, corporations, and other organizations (e.g. co-operatives, incorporated societies, associations).

Through OneStop you can:

- Instantly register your sole proprietorship or general partnership with the B.C. Corporate Registry
- Register for provincial sales tax (PST) with the Ministry of Provincial Revenue
- Register or hotel room tax (HRT) with the Ministry of Provincial Revenue
- Register with the Workers' Compensation Board of BC
- Register with the Canada Revenue Agency for GST/HST, payroll deductions, corporate income tax, and import/export accounts

Apply for one or more municipal business licences with participating municipalities

SOCAN (www.socan.ca)

The following is an excerpt as to what SOCAN does: "As a collective for the performing rights of our members - the creators and publishers of music - we make sure they get paid for the public performance and communication to the public of their music. We do that by collecting licence fees, as set by the Copyright Board of Canada, from anyone playing or broadcasting live or recorded music.

We also pay royalties to members of our affiliated international Performing Rights Organizations (PROs) for the public performances in Canada of their copyright-protected works. Similarly, we pay royalties to Canadian music creators and publishers when their music is performed in other countries, by virtue of reciprocal agreements with these PROs. Because of these agreements, our repertoire includes musical works written by their members as well as our own."