



BUSINESS LICENSING CHANGES

FREQUENTLY ASKED QUESTIONS

NEW BUSINESS LICENCE BYLAW

WHAT CHANGED IN THE NEW BUSINESS LICENCE BYLAW?

The new Business Licence Bylaw 2563, 2021 comes into effect on January 1, 2023. Here are the key changes:

1. **Licensing Term** - The licensing term in the new bylaw has been adjusted to a January 1 - December 31 term to align all business licences on the same renewal schedule.
2. **Renewal Process** - Licences that have not been renewed by January 31 of the renewal year will be terminated as of February 1 and require a new application.
3. **Pro-Rated Fee** - A pro-rated fee model with a quarterly percent reduction has been implemented to align with the new licensing term.
4. **New Fee** - A new \$25 fee will be added for business name changes and business licence reprints. Changes to ownership or changes to location will continue to require a new application to be submitted along with payments.
5. **Three-Tiered Fee Structure** - Business licence fees have been reviewed and reorganized into a three-tiered structure according to licence types.
6. **Home Occupations** - The bylaw refers to the City's Zoning Bylaw for regulations regarding Home Occupations.
7. **Fines** - There has been an increase in the value of fines charged to businesses that commit an offence outlined in the bylaw. All offences that receive a fine are given a reduced rate if there is early payment. Fines range from \$100 to \$400, depending on the offence.
8. **Owner Consent** - To ensure an owner is aware of a home occupation operating in a rental dwelling unit, an ownership consent section has been added.

WHY WERE THESE CHANGES MADE?

The Business Licence Bylaw was previously last updated in 2018. Since then, staff have been noting difficulties and inconveniences that have been affecting both administration and business owners.

Overall the new bylaw will provide business owners with a more streamlined application and renewal process and administration with a more transparent and robust enforcement procedure.

WHAT ARE THE BUSINESS LICENCE FEES?

Licence Type	Fees
Regular Business License	\$150
Home Occupations	\$125
Mobile Vendor	\$125
Secondary Suite	\$75
Temporary Licence (28 days)	\$75
Business Name Changes and Reprints	\$25
Registered Non-profits	No cost

Additionally, any business licence applications submitted starting April 1 annually are entitled to pro-rated reduced rates as follows:

Licence Type	Fees
April 1	25% reduction
July 1	25% reduction
October 1	25% reduction

WHERE CAN I LEARN MORE ABOUT THESE CHANGES?

Visit fortstjohn.ca/business-license-changes for additional details.