

Business Licence Factsheet for Regular Business Licences

The City of Fort St. John Zoning Bylaw 2470, 2019 and the City of Fort St. John Business Licence Bylaw 2563, 2021 identify a number of regulations for Businesses operating within the City of Fort St. John to conform to.

This factsheet is for business licence informational purposes only. Please consult all relevant City of Fort St. John bylaws in accordance with your application.

DEFINITION

Business - means carrying on a commercial or industrial activity or undertaking of any kind including professional, personal or other services for gain or for profit, but does not include any activity carried on by *Government*.

GENERAL PROVISIONS

- (1) No person shall carry on a *business* for which a *licence* is required by this *Bylaw* within the *City* without holding a valid and subsisting *business licence* or *Inter-Community Business Licence* for that *business*.
- (2) Every person who carries on a *business* from more than one *premises* in the *City* shall obtain a separate *business licence* for each *premises*, whether or not the *premises* are located in the same building.
- (3) Every person who holds a *business licence* shall renew that *business licence* annually for so long as that person carries on a *business* within the *City* limits. The *business licence* period shall be one (1) year to commence on the 1st day of January and to terminate on the 31st day of December in each and every year. If a *business licence* is issued after the 1st day of January, such licence will be valid for the remaining portion of the calendar year from issuance of such licence to the 31st of December of the same year.
- (4) The *business licence* fees described in this *Bylaw* may be reduced pro-rata in accordance with Schedule 'A' in respect of any person who becomes liable to be licenced after the commencement of a *business licence* period.
- (5) The *Licence Inspector* may grant a *business licence* upon receipt of a completed, signed application form and payment of the applicable fee(s), as set out in Schedule 'A' of the City of Fort St. John Business Licence Bylaw 2563, 2021, and upon being satisfied that the *applicant* has complied with all applicable bylaws of the *City* regulating building, zoning, health, sanitation, signage, and *business*.
- (6) Every holder of a *business licence* shall comply at all times with every *City* bylaw or enactment of the Province or Canada or other governmental authority in respect to the *business* and the *business* premises named in the *business licence*.
- (10) Every person who carries on a *business* for which a *business licence* is required by this *Bylaw* within the *City* shall post their *business licence* in a conspicuous and visible location.

What is the Business Licence Approval Process?

The Business Licence approval process involves three (3) phases:

1. **INTAKE** (Application Submission)
2. **REVIEW** (Planning Review & Inspections)
3. **ISSUANCE** (Director Approval, Payment, and Issuance)

PHASE	TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE	N/A	Completed applications are submitted and prepared for review.	Designate whether it's a new business licence application or a change of information.
2. REVIEW	VARIES	Planning Review ensures the business complies with the zoning requirements for the location denoted.	Completed Application is used in REVIEW PHASE. Additional information may be required from applicant.
		Inspections are required to ensure health and safety requirements are met.	
3. ISSUANCE	7 DAYS	Finance creates invoice in preparation for applicant payment.	Completed Application used for ISSUANCE PHASE.
		Issuance requires final approval from the Director.	
		Notification of pick-up. Payment by applicant required for issuance.	

Business Licence Type	Business Licence Fee
Regular Business Licence	\$150.00
Contact the Planning & Engineering Department for assistance if needed.	
Planning & Engineering The Francis Work Beaton Building – First Floor 10003 – 110 Avenue Fort St. John, BC V1J 6M7 Email: businesslicences@fortstjohn.ca Phone: (250)-787-8150	