



City of Fort St. John
BUSINESS LICENCE APPLICATION FORM

Schedule A of Business Licence Amendment Bylaw No. 2411, 2018
Schedule B of Business Licence Bylaw No. 2372, 2017

CITY OF FORT ST. JOHN 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. This form must be completed entirely and submitted with the fee to the City of Fort St. John prior to business operation. 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.

- Checkboxes for: New Application, Address Change, Name Change (Business or Owner), Change of Business Use, Registered Non-Profit Organization, Inter-Community Business licence

Part A: BUSINESS INFORMATION

Type of business: Sole Proprietorship Partnership Corporation

Business or Trade Name:

Registered Company Name (if different):

Business Address: City: Prov: PC:

Mailing Address (if different from above): City: Prov: PC:

Phone: Fax Number: Cellular:

Email: Website (if applicable):

Describe All Business Activities/ Services in Fort St. John:

Proposed Start Date: or Effective Date of Change: Day / Month / Year

Designated Zoning: Number of Employees: Full Time Part Time



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Part A: BUSINESS INFORMATION

Total Floor Area Used for Business Operations: _____ m² Number of Parking Spaces: _____

Liquor Licence Required? No Yes

If a Liquor Licence is required, please specify: Food Primary Liquor Primary With Endorsement

Number of Rental Units (i.e. hotel suites): _____ Number of Seats if Business is a Restaurant: _____

Is This Business Classified as an "Escort" Business? YES NO If Yes: Security \$ _____

Is This Business Classified as a "Trade" Business? YES NO If Yes: Type of Trade: _____

Part B: OWNERSHIP AND MANAGER INFORMATION

Principals involved in the Business (Please list all Owners and Managers involved in the business – **please print clearly**.
If additional space is required, please attach a separate sheet):

Name (First and Last)	Title/ Position	Address	City	PC	Phone Number ()
Name (First and Last)	Title/ Position	Address	City	PC	Phone Number ()
Name (First and Last)	Title Position	Address	City	PC	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.

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 *Offence Act* R.S.B.C. 1996, c338.



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Part C: BUSINESS OWNER DECLARATION

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

Business owner Signature: _____ Date: _____

Printed Name: _____ Date: _____

Part D: OFFICE USE ONLY

Department	Approval (Signature)	Date	Comments
Building Dept.			
Fire Dept.			
Fire Inspection Not Required <input type="checkbox"/>	Reason: <input type="checkbox"/>	No Change of Occupancy <input type="checkbox"/>	Not Vacant over 6 Months <input type="checkbox"/>
Health Dept.			
Planning and Engineering.			
FINAL APPROVAL by Business Licence Inspector:			
DATE APPROVED:		BUSINESS LICENCE NUMBER:	
SECURITY \$		SECURITY RETURNED DATE:	
LICENCE FEE: \$		APPLICATION PROCESSED BY:	
FEE PAID ON DATE:			
COMMENTS:			

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.

ONE STOP (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)

Also check out the information online at www.fortstjohn.ca/business/handylinks/SOCAN regarding copyright law and public performance of music.

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."