



GENERAL BUSINESS LICENCE APPLICATION

The information requested on this application form is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence, therefore, business must not commence before a licence is issued.**

Is your application: New Mailing or Business Address Change Change of Owner

Licence Type: Commercial Home-Based Daycare Non-profit

Non-Resident - Do you require this licence to be renewed next year? Y N

Inter-Community*

**For an additional \$170, qualifying mobile businesses can operate in participating Vancouver Island municipalities without requiring separate business licences.*

BUSINESS INFORMATION – If new, complete all fields. If updating an existing account, provide only the required changes.			
BUSINESS NAME:		TRADE NAME: <i>(doing business as)</i>	
BUSINESS ADDRESS:			
MAILING ADDRESS: <i>(if different from business address)</i>			
BUSINESS EMAIL:		BUSINESS PHONE NO.:	
BUSINESS EMAIL:		BUSINESS PHONE NO.:	
LIST OWNERS AND ADDITIONAL CONTACT INFORMATION <i>(if required, please provide additional owners on a separate sheet)</i>			
Name:	Email:	Phone:	
Name:	Email:	Phone:	
Name:	Email:	Phone:	
Business start date: _____			
Including owners, how many people are working at the business? Full time: _____ Part time: _____ Seasonal: _____			
Provide a brief description of your business:			
HOME-BASED (complete all fields)		COMMERCIAL (complete applicable fields)	
What is the total floor area dedicated to the business?		Are interior alterations or renovations planned?	Y <input type="checkbox"/> N <input type="checkbox"/>
How many off-street parking spaces are available?		Are plumbing fixtures being added and/or modified?	Y <input type="checkbox"/> N <input type="checkbox"/>
Is the home-based business mobile or online only?*	Y <input type="checkbox"/> N <input type="checkbox"/>	If yes to either of the above questions, have you applied for a building permit?	Y <input type="checkbox"/> N <input type="checkbox"/>
*Please sign declaration on reverse of application.		If restaurant, how many seats are provided?	
Do you rent? (A home-owner authorization is required if your business is not mobile/online)	Y <input type="checkbox"/> N <input type="checkbox"/>	Are you a liquor-licensed establishment?	Y <input type="checkbox"/> N <input type="checkbox"/>
Please provide any additional information here:			

ECONOMIC DEVELOPMENT SURVEY - Please complete	
<p>OWNERSHIP STRUCTURE : <i>(check one)</i></p> <p><input type="checkbox"/> 1. Proprietorship (single owner, not incorporated)</p> <p><input type="checkbox"/> 2. Partnership (multiple owners, not incorporated)</p> <p><input type="checkbox"/> 3. Limited company (incorporated)</p> <p><input type="checkbox"/> 4. Other: _____</p> <p>What year was the business established in Nanaimo? _____</p> <p>TYPE OF BUSINESS: <i>(check one)</i></p> <p><input type="checkbox"/> Locally owned and operated (independent)</p> <p><input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Branch (head office outside Nanaimo)</p> <p><input type="checkbox"/> Other: _____</p> <p><input type="checkbox"/> Business not located in Nanaimo</p>	<p>PRINCIPAL MARKETS:</p> <p>What are the current principal markets for your products/services? <i>(check all that apply)</i></p> <p><input type="checkbox"/> Local -- Nanaimo area</p> <p><input type="checkbox"/> Regional -- Vancouver Island</p> <p><input type="checkbox"/> Provincial</p> <p><input type="checkbox"/> National</p> <p><input type="checkbox"/> International</p>
APPLICANT'S ACKNOWLEDGEMENT AND DECLARATION – Complete all that apply	
<p>1. I/We hereby declare that the home-based business as described on this application is of a mobile/online nature only and that should this change in the future, that the Business Licensing section will be notified in writing.</p> <p>Signature: _____ Date: _____</p>	
<p>2. In making application for a commercial business licence, it is understood that any alterations or renovations to the commercial space cannot be undertaken without first obtaining a building permit and that if a building permit is required, that the business licence application will not be processed until the building permit is successfully completed.</p> <p>Signature: _____ Date: _____</p>	
<p>3. I/We, _____ hereby make application for a business licence in accordance with the particulars as stated on this application and declare that the information on the application to be true and correct. I also declare that I have read the Business Licence Bylaw and the Home-Based Business Regulations (if applicable) and undertake to comply with all bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force. I also understand that business cannot commence until the licence has been issued.</p> <p>Signature: _____ Date: _____</p>	
<p>Submit application in person at the Service and Resource Centre, 411 Dunsmuir Street, Nanaimo, BC or by mail at 455 Wallace Street, Nanaimo, BC V9R 5J6.</p> <p>If you have any questions, please feel free to contact us at 250-755-4482 or business.licence@nanaimo.ca.</p>	
APPROVAL DATE	BUSINESS LICENCE INSPECTOR