



GENERAL BUSINESS LICENCE APPLICATION

LICENCE TYPE: Commercial Home-Based Non-profit Non-Resident

IS THIS APPLICATION: New Address Change Change of Owner

If Non-Profit, please provide Non-Profit number: _____

If Non-Resident, do you require this licence to be renewed next year? Y N

INTER-COMMUNITY BUSINESS LICENCE - For an additional \$170, qualifying mobile businesses can operate in participating Vancouver Island municipalities without requiring separate business licences. Please indicate if you'd like to add a inter-community to your base licence.

BUSINESS INFORMATION (complete all fields)

BUSINESS NAME: _____ **TRADE NAME:** *(doing business as)* _____

BUSINESS ADDRESS: _____

MAILING ADDRESS: *(if different from business address)* _____

BUSINESS EMAIL: _____ **BUSINESS PHONE NO.:** _____

BUSINESS EMAIL: _____ **BUSINESS PHONE NO.:** _____

LIST ALL OWNERS (if required, please provide additional owners on a separate sheet)

Name: _____	Email: _____	Phone: _____
Name: _____	Email: _____	Phone: _____

Business start date: _____

If Non-Resident, please provide dates you will start or be working in Nanaimo: _____

Provide a brief description of your business activities

Including owners, how many people are working at the business? Full time: _____ Part time: _____ Seasonal: _____

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 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"/>
Do you rent? (A home-owner authorization is required if your business is not mobile/online)	Y <input type="checkbox"/> N <input type="checkbox"/>	If restaurant, how many seats are provided?	_____
Please provide any additional information here:		Are you a liquor-licensed establishment?	Y <input type="checkbox"/> N <input type="checkbox"/>
		Are you sharing the space with any other business?	Y <input type="checkbox"/> N <input type="checkbox"/>

ECONOMIC DEVELOPMENT SURVEY - Please complete

OWNERSHIP STRUCTURE : *(check one)*

1. Proprietorship (single owner, not incorporated)
 2. Partnership (multiple owners, not incorporated)
 3. Limited company (incorporated)
 4. Other: _____

PRINCIPAL MARKETS:

What are the current principal markets for your products/services? *(check all that apply)*

Local -- Nanaimo area
 Regional -- Vancouver Island
 Provincial
 National
 International

TYPE OF BUSINESS: *(check one)*

Locally owned and operated (independent)
 Franchise
 Branch (head office outside Nanaimo)
 Other: _____
 Business not located in Nanaimo

What year was the business established in Nanaimo? _____

APPLICANT'S ACKNOWLEDGEMENT AND DECLARATION – Complete Number 1 or 2 as applicable. All applicants must complete Number 3.

1. HOME-BASED MOBILE/ONLINE BUSINESS - 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.

Signature: _____ Date: _____

2. COMMERCIAL BUSINESS - 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.

Signature: _____ Date: _____

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.

Signature: _____ Date: _____

Business licence information provided on this application will be made available for public viewing on the City of Nanaimo's website, Business Licence Search. If, for reasons of confidentiality or privacy, you would like this not to be displayed, please advise.

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, email to business.licence@nanaimo.ca.

If you have any questions, please feel free to contact us at 250-755-4482 or business.licence@nanaimo.ca.

APPROVAL DATE	BUSINESS LICENCE INSPECTOR
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