



City of Richmond

Business Licence Application

Business Licence Department
6911 No. 3 Road, Richmond, BC V6Y 2C1

www.richmond.ca

Tel: 604-276-4328 Email: buslic@richmond.ca

Office Use Only:

(O)

Licence Reference Number: _____

(N)

New Change of Address Change of Owner* Change of Name Change of Business Use
(See Appendix D)

Have you previously applied for a business licence in Richmond? Yes No

Business Type: Commercial/Industrial Premises Non-Resident Home Occupation
(See Appendix A & C) (See Appendix B)

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

BUSINESS INFORMATION (All to complete. Please arrange payment for *application fee*)

Sole Ownership Partnership Corporation

****For CORPORATION Only, copy of Certificate and Notice of Articles to be submitted with application****

Operating or Trade Name: _____

Registered Company Name: _____

Operating/Business Address: _____ Unit No.: _____

City: _____ Province: _____ Postal Code: _____

Bus. Tel.: _____ Fax: _____

Cell: _____ Email: _____

Mailing Address: _____ Unit No.: _____

(If different from above)

City: _____ Province: _____ Postal Code: _____

Describe/Write Down All Business Activities/Services In Richmond: _____

Number of Employees working in Richmond (To include owners): (Full-time): _____ (Part-time): _____

****For TRADE Contractor Only, copy of contractor TQ or trade certificate to be submitted with application****

Contractors TQ No.: _____ TQ Holder's Name: _____

Gas Contractors Bond No.: _____

OWNERSHIP INFORMATION (All to complete. Additional owners can be submitted on separate paper)

Name: _____ Title/Position: _____
First Last

Home Address (residential address): _____

City: _____ Province: _____ Postal Code: _____

Tel.: _____ Cell: _____ Email: _____

* Transfer of Business Licence Appendix D to be completed and submitted with this application.

Commercial or Home Occupation Uses Only (Required)

Are goods/products sold directly **in person** to the general public (i.e. retail)? Yes No

Is any part of your business sub-contracted? Yes No

Are goods/products, commercial vehicles, or equipment stored on premises? Yes No

If yes, please describe: _____

Commercial/Industrial Business (Premises in Richmond only, please complete)

Contact Name for Business in Richmond (full name): _____

Title: _____ **Tel.:** _____

Emergency Contact Name: _____ **Tel.:** _____

After Hours Number

Are you doing any Renovations to Business Premises? Proposed Completed None

Who are you Sharing Premises with (name of business): _____

Floor Area (In sq. ft.): **Office:** _____ **Warehouse:** _____

Retail: _____ **Outside:** _____

Wholesale: _____

Liquor Licence? Yes No If yes, type? Food Primary Liquor Primary With Endorsement

No. Seats (Restaurants & liquor establishments): _____ **No. Merchandise Machines:** _____

No. Amusement Machines: _____

****Sign Permit Notice: An exterior sign or window sign requires a sign permit.**

Do you or will you have any exterior signs or window signs? Yes No

(If yes, please apply for sign permit applications to Richmond Sign Department)

****NOTE:** Zoning Bylaw No. 8500 – On-Site Vehicle Parking – Part A, Section 7.1.1 requires that sufficient parking is available for commercial/industrial businesses.

Do you have sufficient parking? Yes No

I hereby make application for a business licence in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted a licence, to comply with all relevant bylaws now in force or which may come into force in the City of Richmond.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Note: This application will not be processed without the APPLICATION FEE. In order to receive the fee amount, please contact the Licence Department. Business Licences are public records and are available for inspection on request at City Hall. The City also makes business licence information available in various additional publications on the City website and/or in hard-copy format. If you do not wish your business information to be made available in any additional publications, a request in writing to decline publication must be received by the Licence Inspector. All information gathered for business licencing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act.

Office Use Only:		<input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> CC <input type="checkbox"/> Cheque
Folder Type: _____	Sub Type: _____	Fee: _____
Folder Type: _____	Sub Type: _____	Fee: _____
Received by: _____		Date: _____
Approved by Chief Licence Inspector: _____		Date: _____