



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
PO Box 340
Cumberland, BC V0R 1S0
Telephone: 250-336-2291
Fax: 250-336-2321
Email: info@cumberland.ca

Business License Application

This is the application for a Regular Business License and an associated Inter-Community Business Licenses.

A business is defined as a commercial or industrial undertaking of any kind or nature or the providing of professional, personal, or other services for the purpose of gain or profit but does not include an activity carried on by any government, its agencies, or government-owned corporations.

Business	Means any activity in which goods and services are exchanged for monetary gain.
Inter-Community	Means a mobile business that is located on or in a property within the Village and where the activity takes place in other participating municipalities.

List of participating municipalities with Inter- Community Business License

City of Campbell River	City of Duncan	District of Lantzville	City of Parksville
Town of Comox	Town of Ladysmith	City of Nanaimo	City of Port Alberni
City of Courtenay	Town of Lake Cowichan	District of North Cowichan	Town of Qualicum Beach
Village of Cumberland			

A business must be a permitted use of the zone of the parcel in the [Zoning Bylaw](#).

A licence is required for all businesses operating in the Village of Cumberland

Step One: Preparation for Application

An application for a Business Licence must be completed and submitted in a form satisfactory to the Village.

Every application for a business licence must:

- a) be signed or submitted by an owner or operator of the business or an agent authorized in writing by an owner or operator.
- b) contain a true and accurate description of the following:
 - the nature of the business
 - the business premises, including civic address or specific location if there is no civic address; and
 - Any other information the Licence Inspector may require with respect to the business activities, operation, location, business premises, owners or related matters.
- c) Include such documentation as may be required by the Licence Inspector in support of the business licence application, and the business licence application shall not be considered completed until the licence Inspector has received the above to the Licence Inspector's satisfaction.
- d) Be accompanied by the Application Fee for the applicable business tier set out in the Fees Bylaw.

Step Two: Submit Your Application

(which must be accompanied by the following information to be deemed complete)

1. Complete application form signed by the applicants. If the applicant is not the Owner of the property a letter of agency which authorizes the applicant to operate a business is required.

2. If your business involves a specialized trade or a professional designation, a list of the names of employees and their trade or license number or designation.
3. Proof of Health Approval for personal service or food service is required.
4. Businesses which will require liquor licensing will be accompanied by the Liquor License application. However, the License will not be issued until the Liquor License is approved.
5. As every application or renewal is unique, the following is a list of documents that the applicant may be required to provide:
 - a) copies of applicable certification or letters of approval by federal, provincial, municipal or other agencies, professional associations or societies;
 - b) a Criminal Record report from the RCMP;
 - c) proof of liability insurance coverage, in a form acceptable to the Village;
 - d) such other information, documents or materials as the Village may consider relevant to the consideration of the application.

Step Three: Application Process Overview

1. The complete application is received and processing begins.
2. Planning staff reviews the application pursuant to the land use requirements. When completed staff may make a recommendation for approval and may include conditions for approval.
3. The Fire Chief reviews the application from the perspective of the Fire Code requirements for the proposed use. If deemed it appropriate, a fire inspection may be carried out and a recommendation for approval may be given and may include conditions for approval.
3. The Building Inspector reviews the application from their perspective of compliance with the BC Building Code requirements for the proposed use. If deemed it appropriate, an inspection of the proposed premises may be carried out. When completed he may make a recommendation for approval, and may include conditions for approval.
4. The Licence Inspector reviews the application, and any recommendations made by the staff. If deemed appropriate, they may approve, deny, or defer the application for further information for clarification. The approval may include conditions that have to be met prior to the Business being opened to the public.
5. Finance staff advise the applicant that the Business License has been approved. When all fees are paid and conditions are met, the License will be issued.
6. Business Licenses are valid for the calendar year. Renewal notices are sent out at the beginning of December. Failure to pay for the next years' license means the License is no longer valid, expires, and a new application may have to be made. See section 3.4 of the Business Licence Bylaw for more information
7. Incomplete applications shall be deemed to be abandoned three months after the date of submission.

Step Four: Selecting the applicable fee from the Fee Schedule

Tier 1 - Basic Business Licence	
Application Fee	\$125
Yearly Licence Fee	\$25
Business Type	Businesses that do NOT require a Fire inspection Examples: Home-based Contractors or Trades, Consultants (accountants), photographers, non-resident businesses, and other types of businesses that do not have customers or employees in their homes.

Tier 2 – Basic plus Inspection Business Licence	
Application Fee	\$275
Yearly Licence Fee	\$100
Business Type	Businesses that require a Fire Inspection Examples: Retail stores, Cannabis retailers, most commercial, Childcare and Daycare facilities, Hair salons, Massage Therapy, Restaurants, Cafes, Breweries, Veterinarians, Bike Shops, Grocery Stores, Banks/Credit Unions, and other types of businesses that the Fire Department requires regular fire inspections.

Tier 3 – Accommodation Business Licence	
Application Fee	\$300
Yearly Licence Fee	\$125
Business Type	Short Term Rentals, Hostels, Hotels, Bed and Breakfast

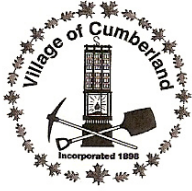
Tier 4 – Mobile Vendors	
Application Fee	\$275
Yearly Licence Fee	\$175
Business Type	Mobile Vending

Tier 5 – Large Retail/Industrial	
Application Fee	\$375
Yealy Licence Fee	\$250
Business Type	Large Retail, Industrial and Storage Facilities Examples Production and Storage Facilities, Recycling Plants, Large Scale Retailers (over 465 square metres)

Half-Year Licence Fee (Licence issued after June 30)	
Application Fee	Applicable Tier application fee
Licence Fee	50% of the applicable Tier Yearly Licence Fee

Inter-Community Business Licence	
Application Fee	Applicable Tier Application Fee
Yearly Licence Fee	Inter-Community Business Licence Bylaw fee plus the Applicable Tier Yearly Licence Fee
Business Type	Construction, Trades, Catering, and Mobile Sales Businesses that conduct their business in the Village of Cumberland and other municipalities as described in the Inter-Community Business Licence Bylaw

Administrative Fees	
Change of Location	Application fee as per applicable tier
Late Payment Fee	\$75 If a Licensee continues to carry on business within the Village and does not renew and pay the Yearly Licence Fee prior to December 31 of each year, the licensee must pay the Late Payment Fee set out in the Fee Bylaw by January 31 to renew the licence otherwise the licence will be deemed expired and a new application is required.



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Application for Business License

This is an application for (please check one):

Regular Business License

Regular Business License & Inter-Community Business License

Description of Property Affected

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

Zone: _____ Note that sign requirements may differ depending on zoning

Owner of Property Affected

Name: _____

Mailing Address: _____

Postal Code: _____ Phone: _____ Cell: _____

Email: _____

Applicant Same as above or if not, a letter of agency must be provided, found on last page of this application

Name: _____

Business Mailing Address: _____

Business Postal Code: _____ Business Phone: _____ Cell: _____

Business Email: _____

Name & Type of Business

Business Name: _____

Description of Business, including what services/products your Business will provide: _____

Gross Floor Area of the Business?	Imperial	Metric
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Employees – please do not leave blank. If no employees, enter zero

Number of Employees	<input style="width: 90%; height: 20px;" type="text"/>
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Days and Hours of Operation

Days of the week:	<input style="width: 95%; height: 30px;" type="text"/>	Hours:	<input style="width: 95%; height: 30px;" type="text"/>
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Vehicle Parking & Loading & Bike Parking

Additional on-site vehicle parking, loading area(s), and bicycle parking may be required. Please contact the Planning Department for this information.

Storage

Will there be any external storage of materials, vehicles, etc? Yes No

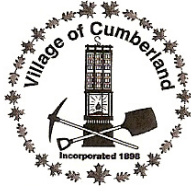
Signage

Will there be any new signage? If yes, please contact the Planning Department for signage regulation.

Signature of Applicant

Date of Application _____	Signature _____
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Every person, who carries out a business in the Village, must comply with all bylaws of the Village and all applicable laws, rules, codes and regulations and orders of all Federal or Provincial authorities having jurisdiction over such business. Please confirm whether your business complies with Federal or Provincial authorities. Yes No



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Authorization & Appointment of an Agent

I, _____ being the registered owner of

property legally described as:

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

hereby give authorization for _____

to act as my agent in the matter of A Business License

It is understood that until the Village of Cumberland is advised otherwise, the Village shall deal **exclusively** with the above-noted person with respect to the matter noted above.

Date	Signature of Owner