

BUSINESS RESOURCES - CAMPBELL RIVER BUSINESS LICENCE FAQs

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Business License FAQs

Q Do I need a business license?

A Most businesses do require a license to operate. To determine whether you require a business license, please contact the City of Campbell River Business License Information (Business License Clerk at (250) 286-5734 or the Business License Inspector at (250) 286-5703) and provide a complete description of your intended business activity. If it is determined that you require a business license, you will be advised of the licensing category or categories within which your business falls, as well as steps you will have to take in order to obtain the license.

For additional information, please refer to the [BizPal site](#) for permits and licenses required.

Q Why should my business get a license?

A A business license signifies to the public and other businesses that you have met the City of Campbell River's licensing requirements and are permitted to operate your particular business within Campbell River. For example, without a valid business license, contractors are not able to obtain construction permits.

Q How do I apply for a business license?

A

- A non-refundable license fee is required before your application can be processed
- Email or come in person to the customer service counter located in the Campbell River Municipal Building at 900 Alder Street
- We can fax or email you an application. Once completed, it can be returned by fax or email. You will be contacted regarding payment
- Application information for a license is available [here](#)
- Some categories of license require you to provide two pieces of identification so that a consultation with the police service may be undertaken

Q What bylaws apply to licensing?

A [Click here](#) for City of Campbell River bylaw information.

Q What must I do in order to obtain a license?

A Every type of license requires certain inspections and/or approvals. All businesses occupying premises require approval from the City of Campbell River, Fire Department and possibly the Health Region. The City of Campbell River Land Use Services Department will advise you of the specific approvals required for your business.

Q Do I need a license if I don't operate from commercial premises?

A Certain types of businesses that do not have a commercial location require a license. Businesses such as contractors and pushcart vendors fall under this category.

Q Do home occupations require a license?

A Businesses operating from a residence may require a license. Contact the City of Campbell River License Division with details of your intended business activities. Staff will assist you in determining if a business license is required. For additional information please click here for [Bizpal Application](#) and [Starting a New Business](#).

Q What happens if a business changes location?

A Most businesses are licensed to operate at a specific location. If you relocate to another premise a new application for a license must be completed and new approvals obtained.

Q What happens if I sell the business?

A If you sell your business, the new owners must apply for a business license and new approvals may have to be obtained. If you close or sell your business, please notify the City of Campbell River Land Use Services Department promptly so your license file can be closed.

Q Do employees need a business license?

A For certain occupations (massage practitioner, and alarm agent) employees, as well as the business owner, are required to get a license. And, if you are licensed, and employed by an exotic entertainment agency, escort agency or alarm agency, you must notify the Land Use Services Department of any change in employer.

Q Do I have to pay business taxes or property taxes?

A All businesses that occupy commercial premises are assessed and levied a business tax. If the business owns real property, property taxes will be levied against the property. Information regarding business or property taxes can be obtained by contacting the City of Campbell River customer service at 250-286-5700 who will then direct you to the appropriate contact person.

Q Do businesses based outside of Campbell River need a license?

A Any business operating in Campbell River that falls within the license categories requires a license, whether resident or not. Non-resident companies pay the same fees as resident firms. The test of residency is whether the licenses business is on either the City of Campbell River's property or business tax roll.

Q Can I operate my business before I actually receive my license?

A If your business is identified as requiring a business license, you should take steps to ensure the license is in place before operating your business. If you are found operating your business before the license is issued, you could be subject to charges.

Q How long does it take to get my license?

A This can vary from one day to a number of weeks, depending on the approvals required and how long it takes for you to obtain the necessary approvals.

Q What happens if my application for a license is turned down?

A A written request to the Business License Inspector to review the basis on which the application was refused would be the appropriate action to take.

Q How and when do I renew my license?

A Licenses are issued for a period of one year, from the date that the license fee is paid. You will be sent a renewal notice approx 1-2 months prior to your business license expiry date and must pay the license fee within 30 days of the renewal date or a late fee of \$25 will be applied.

Q Should I register my trade name?

A You are not required to register your trade name to obtain a business license. For information on trade name registration contact a private registry office or consult a lawyer.

Q Am I required to incorporate?

A You are not required to incorporate to obtain a business license. For more information about incorporation procedures, contact a private registry office or consult a lawyer.

Q Do I need a business license to undertake a charitable fundraising activity?

A A City of Campbell River business license is not required by a charitable organization to undertake fundraising activities in Campbell River. There are provincial and federal government regulations covering charitable fundraising.

Q Do I need a permit for a sign?

A Yes, permits for signs are issued by City of Campbell River Land Use Services Department, please contact Campbell River City customer service at 250-286-5700 for additional information.

Q Do I need to register for a G.S.T. number in order to get a license?

A No, Goods and Services Tax registration is not a requirement of licensing. However, the Federal Government may require that you register for a G.S.T. number, contact Revenue Canada at 1-800-959-5525.

Q How is the license fee established?

A License fees are not taxes, and are not related to the size of a business or its revenues. The fee is based on the actual cost of performing the necessary inspections and issuing the license.