



The purpose of this guide is to assist people who wish to carry on business in the City of Richmond and therefore need to obtain a **Business Licence**.

Before You Commit to a Location

... check with the Zoning Section to see if your type of business is permitted in that location.

Before You Buy or Lease a Building

... it would be in your best interest to have a clause inserted in your option-to-purchase or lease document.

HOW & WHERE TO APPLY

Business Licence applications are made at the Business Development Counter located on the Ground Floor of City Hall. Applicants are required to:

- a) describe the nature of the proposed business;
- b) give the correct address;
- c) give the correct square feet area and number of employees;
- d) provide Provincial Government certificate of qualifications if required;
- e) provide payment of the appropriate fee; and
- f) for corporations, provide the Company Registry certificate number.

The more usual application procedures (see Example **1, 2, 3 and 4**) are outlined in this Guide. If your situation is not one of those described, or you need assistance, contact the Licence Division.

REQUIRED APPROVALS

In order to obtain a Business Licence in the City of Richmond, various approvals are required:

Zoning

Depending on the zoning of the proposed location, your business may or may not be permitted, or may only be permitted after a Development Permit is obtained. To determine whether your type of business is permitted in the proposed location, enquire with Zoning Helpdesk, or telephone 604-276-4000.

Building

To carry on any business, an occupancy approval of the proposed building is required. This may or may not require a Building Permit. We suggest that before you buy or lease any premises, you check if a special inspection by the Building Inspector for possible renovations and upgrading, etc. is required. This may require the permission of the building owner. Contact Inspections at 604-276-4000.

Fire Department

It may be necessary to obtain approval from this department before your Business Licence can be issued. Should you have any questions please call the Fire Hall at 604-278-5131.

Provincial Environmental Health Division

Depending on the business use a Health Permit and/or health inspection may be required. Inquiries can be made by contacting 604-233-3147.

DEFINITIONS OF BUSINESS CLASSES

Commercial/Industrial Premises, which means a business being carried on within a building located in a commercial or industrial area in the City of Richmond as defined in the **Zoning Bylaw**.

Non-Resident, which means a business being carried on in the City of Richmond, but with the business office located outside of Richmond.

Home Occupation, which means a business being carried on within a dwelling or accessory building located in a residential area in the City of Richmond, as defined in the **Zoning Bylaw**.

RELEVANT CITY BYLAWS

City of Richmond Bylaws which regulate the establishment and operation of a business:

Business Licence:	Requires every person carrying on a business in the City of Richmond to obtain a Business Licence.
Business Regulation:	Regulates the operation of licensed businesses.
Vehicles for Hire Regulation:	Regulates licensed businesses using vehicles for transporting passengers, including tow trucks, U-drives, driver training vehicles, taxi cabs, buses, limousines.
Commercial Vehicle Licensing:	Requires that a Municipal Plate be obtained for commercial vehicles or other vehicles used for delivery or transport of goods in connection with a business.
Public Health Protection:	Regulates the operation of restaurants and food dealers, and general health conditions of business.
Building:	Regulates the construction of and occupant safety in and about buildings.
Fire Prevention:	Relates to the prevention of fire and the control and regulation of fire safety in buildings and premises.
Zoning:	Regulates the use of land and buildings.
Sign:	Under this bylaw signs advertising a place of business are required to have a sign permit. Alterations to an existing sign also require a permit.
Development Permit:	Regulates the procedures for the issuance of development permits.

RELEVANT PROVINCIAL LEGISLATION

Certain types of business uses are also regulated by provincial regulations. Where such business is provincially regulated proof of provincial licence will be required before a business licence is granted. Without limiting, such uses may include:

- travel agency
- employment agency
- video rental/sales
- motor dealers
- physiotherapist
- liquor establishments
- security firms/installers

If you would like more information or if you have any Business Licence enquiries, please visit or call:

City of Richmond
Business Licence Division
6911 No. 3 Road, Richmond, BC V6Y 2C1
604-276-4328

ELECTRONIC RENEWAL OPTION

The City in partnership with epost – the free on-line mail delivery service – is offering the user friendly service of electronic mail delivery when business licences come due for renewal. If you are interested in receiving this service, please contact the Licence Division at 604-276-4328 for more information on how to join up for this service.

PUBLICATIONS

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.

Disclaimer

The information is based on relevant statutes, regulations and bylaws in force at the time of the preparation of this material, which are subject to amendment. Therefore, the City disclaims any liability arising from reliance on information contained in this guide. It is suggested that the department(s) concerned be consulted.

Guide to the Business Licence Application Process – examples

