

## OneStop Business Registration

The Provincial Government has established a service to simplify and consolidate some provincial and federal business registration requirements.

Campbell River's Service BC (formerly BC Access Centre) provides a one-stop registration service for the following:

- Proprietorship/Partnership Declarations
- Goods & Services Tax (GST)
- Corporate Income Tax
- Payroll Deductions
- Importing & Exporting of goods
- Provincial Sales Tax (PST)
- Workers' Compensation Board (WCB)

### Service BC

115-1180 Ironwood Street  
Phone: 250-286-7555

[www.bcbusinessregistry.ca](http://www.bcbusinessregistry.ca)



## Contact Information:

### City of Campbell River Development Services

#### Department

*Planning:* 250-286-5725  
*Building:* 250-286-5757  
*Business Licences:*  
250-286-5725

### Campbell River Economic Development Corporation

[Business.campbellriver.ca](http://Business.campbellriver.ca)  
250-830-0411 ext. 4

#### Fire Department

250-286-6266

#### RCMP

250-286-6221

### Vancouver Island Health Authority

250-850-2110

### Community Care Licences

250-850-2110

## City of Campbell River Community Planning and Development Services

### Department

301 St Ann's Road  
Campbell River, BC  
Tel: 250-286-5725  
Fax: 250-286-5761

[DevelopmentServices@campbellriver.ca](mailto:DevelopmentServices@campbellriver.ca)

8:30 a.m. to 4:30 p.m.  
Monday to Friday  
(except statutory holidays)

Forms are also available online:

[www.campbellriver.ca](http://www.campbellriver.ca)



***Q: Do I need a City of Campbell River Business Licence?***

**A:** You are required to hold a valid City of Campbell River Business Licence if you carry on any business venture within city limits.

***Q: How do I obtain a Business Licence?***

**A:** Business licence application forms are available from the City Hall or online at [www.campbellriver.ca](http://www.campbellriver.ca).

***Q: What are the fees?***

**A:** Business Licence fees are \$150 a year, or \$75 for a seasonal six-month licence. Staff can advise you of the fee required for your business. Fees are not refundable once a Business Licence has been approved.

***Q: How long are they valid for?***

**A:** Most Business Licences are issued for a full year, from date of issue to a year less a day later. Seasonal licences are issued from date of issue to six months less a day later.

***Q: What do I need to apply?***

**A:** Your business address and any relevant provincial or federal certificates and/or licences required for the operation.

**Credit cards cannot be used for payments at City Hall, so please ensure you have another method to pay business license application fees.**

***Q: What is the process for obtaining a Business Licence?***

**A:** Once your application is submitted, it is forwarded for approvals, which may include:

- Zoning
- Building Inspection
- Fire Department

External Agency Approvals:

- Ministry of Health
- Motor Carrier Commission
- RCMP
- Others

Once all approvals are received, your Business Licence will be mailed.

***You should not operate your business until you receive your printed licence.***

***Q: How long does it take to get a Business Licence?***

**A:** Licences are generally approved within 7 to 10 business days, but may take longer depending on approvals required and current work load,.

***Q: What are the consequences if I operate without a valid City of Campbell River business licence?***

**A:** You can be fined up to \$200 a day for operating a business without holding a valid Campbell River Business Licence.

***Q: Can I keep my existing business licence if I relocate my business?***

**A:** Yes. Just apply for an address change. Remember to check zoning prior to relocating your business.

***Q: Can I operate two businesses out of the same location?***

**A:** Yes, as long as each one has a valid Business Licence.

***Q: Do I need a second licence for a second business location?***

**A:** Yes. You require a Business Licence for each location of your business.

***Q: How do I renew my Business Licence?***

**A:** You will be mailed a renewal notice approximately one month prior to the expiration date of your licence. Licence renewals may be paid by mail, in person at City Hall, or on the City's secure website at [www.campbellriver.ca](http://www.campbellriver.ca).

***Q: If I stop operating my business, do I have to notify anyone?***

**A:** Yes. You need to contact the Development Services Department either in writing or by phone (250-286-5757) to inform them that you are no longer operating. This will ensure that you do not continue to receive annual renewal invoices.

***Q: Do I require a sign permit?***

**A:** If you are contemplating placing a sign on your commercial building, a sign permit may be required. Home-based businesses do not require a sign permit for a non-illuminated sign no larger than 0.4 square metres that is placed entirely on your own property.

## Important Considerations Prior to Opening Your Business

### ZONING

Before leasing or purchasing space for your business, check to ensure the zoning of the property is suitable for the type of business you are contemplating.

Home-Based Businesses must meet the requirements for the Home-Based Business Rules and Regulations contained within the City of Campbell River Zoning Bylaw 3250.

### BUILDING INSPECTION

Before a licence can be approved, a building inspector must approve the proposed premises for occupancy. Please note that you may be required to apply for a building permit when you add to an existing building; change the occupancy of an existing building; make interior renovations; make changes to any exits; make additions or changes to the plumbing, fire alarm, or fire sprinkler system.

Contact a Building Official in the Development Services Department for information on specific requirements of your business plans along with the requirements for making a building permit application.