City of Campbell River

BUSINESS LICENCE APPLICATION

SELECT TYPE OF BUSINESS LICENCE APPLICATION			
New Licence ($150)	☐	**New Inter-Community Licence** ($150) **	☐
Ownership Change ($20) Requires previous owner's signature. See below *	☐	**Cannabis Retail Store Licence** ($2500)	☐
		Food Truck Licence (See Pg 2 for requirements)	☐
Address Change/Business Name Change (no fee)	☐	**Seasonal Licence-6 Month** ($75 non renewable)	☐
** **Inter-Community Licence** can only be purchased after acquiring a Primary business licence.			

ACTUAL STREET ADDRESS OF BUSINESS:			
LICENCEE (OWNER) CONTACT INFORMATION			
Licencee Name			
Mailing Address			
City/Province		Postal Code	
Phone Number		Email	
TRADE (BUSINESS) MAILING INFORMATION (BUSINESS LICENCE WILL BE MAILED HERE)			
Business Name			
Mailing Address			
City/Province		Postal Code	
Phone Number		Email	

ADDITIONAL INFORMATION (CHECK BOXES AS APPLY TO YOUR BUSINESS)

Home Based Business ☐ / **Non Resident Applicant** ☐ / **Food Truck** ☐ / **# of client parking spots** #

Description of Business:

New Owner/Agent Signature		Date	
New Owner/Agent Signature			
*Previous Owner/Agent Signature		Date	
*Previous Owner/Agent Signature			

FOOD TRUCK AND B&B APPLICANTS SEE PG 2.

NOTE: The personal information collected on this form is collected for the purpose of an operating program or activity of the City of Campbell River as authorized by Section 26 (c) of the Freedom of Information and Protection of Privacy Act. All information collected with this form shall be disclosed to the public upon request. Copies of drawings submitted with this application become part of the local government's records and therefore subject to the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact the Deputy City Clerk at 250-286-5700.

BED & BREAKFAST:

Answer the following questions to ensure you meet all requirements prior to submitting your application.
All conditions must be met prior to approval.

1. Guest accommodations must be within the principal dwelling. Y ☐ N ☐
2. Confirm either the owner and/or operator occupy the principal dwelling. Y ☐ N ☐
3. If different than the owner, enter name of operator.
4. List number of sleeping units. (2 Max.) 1.(
5. How many parking spaces are available. (Minimum 1 per sleeping unit, in addition to required parking for current site use.) 1
6. Permissible zoning for B&B is restricted to R-i, RU-1, RU-2, RU-3, CD1 A3. Confirm your property zoning on the City web site, searching under "Interactive Map" using your address. ☐

FOOD TRUCK:

The following documents must be included with the application.

☐ **Vancouver Island Health Approval**	200-1100 Island Highway Campbell River, B.C. V9W 8C6 HPES.Campbellriver@viha.ca | 250-850-2111
☐ **BC Technical Safety Authority Approval**	Electrical and Gas Inspections
☐ **Proof of Motor Vehicle Insurance**	For food trucks and trailers See *Business Licence Bylaw No. 3296, 2007,*
☐ **Fire Department Approval**	Food trucks must be compliant with NFPA 96 standards for ventilation and fire suppression. Please provide your fire suppression plan. (Contact: 250-286-6266/Fire Prevention)
☐ **Liability Insurance**	Proving the following minimum requirements: - **Inclusive limit of $3,000,000 and Public Liability & Property Damage** - Cross Liability Clause - City of Campbell River **named** as a joint insured under the policy providing that the coverage under the policy cannot be cancelled or any provisions changed or deleted unless thirty days prior written notice is given to the City by the insurer.

All businesses requiring VIHA or other entity approvals to operate must provide a copy of the approved permit(s) at time of licence application.