

# What is a trade licence?

A trade licence is a mandatory permit to operate a business within the City of Prince Rupert.

# What is a business?

The City defines a business as:

*“The carrying on of a commercial or industrial undertaking of any kind or nature or the providing of a professional, personal or other service for the purpose of gain or profit.”*

# When is a trade licence required?

A trade licence is required by any person before or at the time they begin carrying on a business.

# Why bother to obtain a trade licence?

Having a trade licence is a legal requirement—so having one allows a business to operate in the City, and lets it advertise freely the services it provides. It also gives a business access to the records of City Hall, which may aid in seeking out potential customers.

Licensing helps legitimate businesses by ensuring that everyone who operates the same type of business operate to the same regulations.

# How does licencing help the public?

The general public should not do business with unlicensed companies. Licencing helps ensure that companies operate within the regulations established by the City for that type of business.



*Any business guilty of a violation of the rules of conduct, or of misleading the public, is liable to have its licence suspended or revoked or may be preventing for obtaining a licence. In this way, the public is protected from unscrupulous companies.*

The City maintains a listing of all businesses within the City. For a small charge, these lists can be made available to the public or to other companies. While we cannot recommend one business over another, we can inform residents regarding which businesses are licensed to carry on a particular type of business. We can also provide mailing addresses for businesses in case you wish to contact other businesses for your own purposes.

The City is also involved in the regulation of businesses. Certain types of businesses have rules particular to them in order to protect the general public and their property.

We often receive and investigate complaints about businesses. When a legitimate complaint is received, we advise the company about the concern and ensure that offenses are not repeated.

# Can a business be operated from anywhere in the City?

**No**—The City is divided into a number of different zones, with each having its own designated uses which are permitted within it. A Trade Licence can only be approved for a particular location if the type of business use is permitted in that zone **according to the Zoning Bylaw**. Copies of the Zoning Bylaw are available at City Hall and online at [princerupert.ca](http://princerupert.ca).

# What approvals are required for the issuance of a trade licence?

Depending on the nature of the business **approvals from the City Planner, Fire Chief, Building Inspector and the Health Inspector may be required** before a Trade Licence can be granted by the Trade Licence Inspector. For example, businesses locating in new or renovated buildings require the approval of the Building Inspector and Fire Chief. Businesses dealing with food preparation or child care operations also require the approval of Northern Health prior to the issuance of a Trade Licence.

# How do you obtain a trade licence?

Trade Licence application forms are available from the **Development Services Department at City Hall** during regular office hours which are **9:30 am to 4:30 pm weekdays**.

Applications that conform to all requirements and do not need inspections can generally be completed in a manner of minutes.

Applications that require inspections by other City Departments may take up to 48 hours to be processed.

Applications that do not conform to all the requirements cannot be processed until the requirements are met or the appropriate bylaws are amended, if City Council feels such amendments are in the best interest of the community.

## Looking for information on the retail sale of cannabis?

Additional regulations apply. Go to [princerupert.ca](http://princerupert.ca) to learn more!

**Please Note:** This brochure is meant for guidance and convenience only. It is not to be interpreted as being representative of all aspects of City bylaws.

For precise requirements, procedures, and policies please contact the Development Services Department.

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## INFORMATION ON Business Licenses

