Development Services
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APPLICATION TO OBTAIN A TRADE OR BUSINESS LICENCE

BYLAW NO. 3432, 2024

OFFICE USE ONLY

Date:		Trade Licence No.:		Voucher No.:	

APPLICANT:					
Contact Name:					
Home Address:				Postal Code:	
Phone #:		Email:			
I hereby make application for a Trade Licence to carry on a business in the City of Prince Rupert.					
Business Name:					
Business Address: (if different from Home Address)				Postal Code:	
Mailing Address: (if different from Business Address)				Postal Code:	
Business Phone:		Business Email:			
***If Registered*, please list the Name of the Company. *If not registered*, please list the Names of all Owners.**					
Registered Name of Company or Owners:					
Business Location:					

Please only complete what is applicable to your business:							
Goods being sold / Service being provided							
Describe in detail the nature of your business and the intended use of the premise; both primary and secondary uses:							
Size of premises:		Number of Vehicles:			Number of Employees:		
Seating capacity:		Liquor Licence:	○ Y	○ N			

Any signage promoting your business requires a Development Permit Application to the Planning Department and a Building Permit is required to install a sign. Enquire at City Hall before erecting a sign, exchanging an old sign for a new one, or constructing a new sign on your property.

This Application Guide provides valuable information for Development related requirements.

Consent and Confirmation:			
☐	Please renew and send an invoice for January 1st	☐	Do NOT automatically renew – this is only a temporary licence for business ending by December 31st
☐	I consent to the sharing of business contact information on this application		
☐	I do not consent to the sharing of business contact information on this application		

The undersigned certifies that the above information is true and that they the owner or duly authorized agent for the above real Property.
By typing my name below, I agree that this form of electronic signature has the same legal force and effect as a manual signature.

Signature of the applicant:		Date:	

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Approved by:	
Business Classification:	

Fee Code:		Annual Fee:		Roll No.:	

Service from Residence:	☐ Yes	☐ No	Zoning:	

Are any of the following inspections / approvals required?

☐	Building Inspector	Date Received:	
☐	Fire Department	Date Received:	
☐	Environmental Health Inspector Northern Health Authority	Date Received:	