

Doing Business in Richmond

BASIC REQUIREMENTS



Richmond is a multicultural and inclusive community providing businesses with opportunities in a culturally diverse market.

*Is your business equipped to
capitalize on these opportunities?*

www.richmond.ca

Business Checklist

1. Business Licence

Did you know? Every business operating in Richmond must have a valid business licence, and renew it annually. You are also required to notify the City of any changes to your existing licence.

How? Now you can renew your licence online, as well as by mail, in person or at your bank. Contact the City's Business Licences Department at 604-276-4328 or visit www.richmond.ca/busdev/licences.htm.

2. Building Permit

Did you know? You must obtain a building permit if you are making any changes to the floor plan of your business. Examples include building or removing walls, installing plumbing fixtures or adding storage racking.

How? Contact the City's Building Approvals Department at 604-276-4285 or building@richmond.ca.

3. Sign Permit

Did you know? A sign permit is required for each sign that can be seen from the exterior of their building/unit. Application forms can be downloaded at www.richmond.ca/_shared/assets/zs26286.pdf.

How? For more information, please contact the City's Sign Permit Department at 604-276-4016, or visit www.richmond.ca/busdev/signs.htm.

Visit www.businessinrichmond.ca for a complete list of policies and requirements for doing business in Richmond.

Resources

Richmond Chamber of Commerce

www.richmondchamber.ca

604-278-2822

Services include business name registration, business referral, education and networking.

SUCCESS

www.successbc.ca

604-279-7180

A non-profit organization offering language training, Newcomer's Guides, and assistance to new Richmond residents and businesses.

BizPaL

www.bizpal.ca

Based on your individual business requirements, BizPaL will generate a custom list of required permits and licenses from all levels of government, in one place.

Small Business BC

www.smallbusinessbc.ca

1-800-667-2272

Government supported training, advisory services, and events for small businesses in BC.

Economic Development Office

www.businessinrichmond.ca

A City department with a range of services developed to grow Richmond's business and employment base.

City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1

Telephone: 604-276-4000

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