



The purpose of this guide is to assist people who wish to carry on business in the City of Richmond and therefore need to obtain a **Business Licence**.

## Step 1: Before Application

### Before You Commit to a Location

... check with the Zoning Section to see if your type of business is permitted in that location.

### Before You Buy or Lease a Building

... it would be in your best interest to have a clause inserted in your option-to-purchase or lease document.

## Step 2: Apply (How & Where to Apply)

Business Licence applications can be submitted by email, fax, mail, or in person on the Ground Floor of City Hall. Applicants are required to provide information as follows:

- a) the nature of the proposed business;
- b) the correct address;
- c) the correct square feet area and number of employees;
- d) Provincial Government certificate of qualifications if required;
- e) payment of the appropriate fee; and
- f) certificate of incorporation if applicable.

The more usual application procedures (see Example **1, 2, 3 and 4**) are outlined in this Guide. If your situation is not one of those described, or you need assistance, contact the Licence Department.

## Step 3: After Submission (Required Approvals)

In order to obtain a Business Licence in the City of Richmond, various reviews and approvals are required:

### Zoning

Depending on the zoning of the proposed location, your business may or may not be permitted, or may only be permitted after a Development Permit is obtained. To determine whether your type of business is permitted in the proposed location, enquire with Zoning Helpdesk, or telephone 604-276-4000.

### Building

To carry on any business, an occupancy approval of the proposed building is required. This may or may not require a Building Permit. You may need to hire a private consultant or professional contractor for occupancy approval advice.

### Vancouver Coastal Health

Depending on the business use a Health Permit and/or health inspection may be required. Inquiries can be made by contacting 604-233-3150.

## Fire Department

It may be necessary to obtain approval from this department before your Business Licence can be issued. Should you have any questions please call the Fire Hall at 604-278-5131.

## DEFINITIONS OF BUSINESS CLASSES

**Commercial/Industrial Premises**, which means a business being carried on within a building located in a commercial or industrial area in the City of Richmond as defined in the **Zoning Bylaw**.

**Non-Resident**, which means a business being carried on in the City of Richmond, but with the business office located outside of Richmond.

**Home Occupation**, which means a business being carried on within a dwelling or accessory building located in a residential area in the City of Richmond, as defined in the **Zoning Bylaw**.

## RELEVANT CITY BYLAWS

City of Richmond Bylaws which regulate the establishment and operation of a business:

<b>Business Licence:</b>	Requires every person carrying on a business in the City of Richmond to obtain a Business Licence.
<b>Business Regulation:</b>	Regulates the operation of licensed businesses.
<b>Vehicles for Hire Regulation:</b>	Regulates licensed businesses using vehicles for transporting passengers, including tow trucks, U-drives, driver training vehicles, taxi cabs, buses, limousines.
<b>Commercial Vehicle Licensing:</b>	Requires that a Municipal Plate be obtained for commercial vehicles or other vehicles used for delivery or transport of goods in connection with a business.
<b>Public Health Protection:</b>	Regulates the operation of restaurants and food dealers, and general health conditions of business.
<b>Building:</b>	Regulates the construction of and occupant safety in and about buildings.
<b>Fire Prevention:</b>	Relates to the prevention of fire and the control and regulation of fire safety in buildings and premises.
<b>Zoning:</b>	Regulates the use of land and buildings.
<b>Sign:</b>	Under this bylaw signs advertising a place of business are required to have a sign permit. Alterations to an existing sign also require a permit.
<b>Development Permit:</b>	Regulates the procedures for the issuance of development permits.

## RELEVANT PROVINCIAL LEGISLATION

Certain types of business uses are also regulated by provincial regulations. Where such business is provincially regulated proof of provincial licence will be required before a business licence is granted. Without limiting, such uses may include:

- travel agency
- employment agency
- video rental/sales
- motor dealers
- physiotherapist
- acupuncture or traditional Chinese medicine practitioners
- liquor establishments
- gas contractors
- plumbing contractors
- electricians
- security firms/installers

If you would like more information or if you have any Business Licence enquiries, please visit or call:

City of Richmond  
Business Licence Department  
6911 No. 3 Road, Richmond, BC V6Y 2C1  
604-276-4328

## PUBLICATIONS

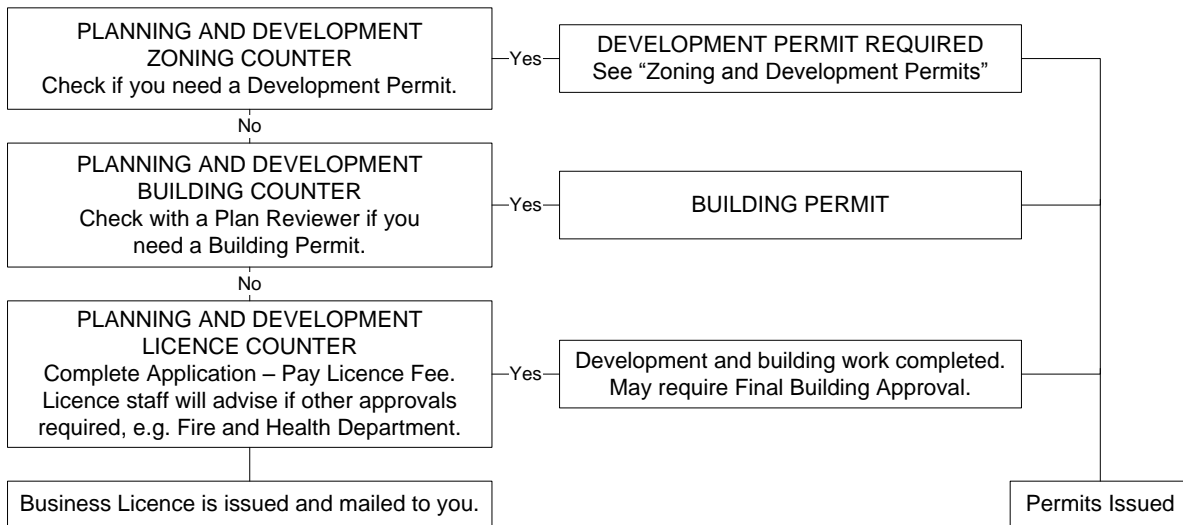
Business Licences are public records and are available for inspection on request at City Hall. The City also makes business licence information available on the City website. If you **do not wish** your business information to be made available, **a request in writing to decline publication** must be received by the Licence Inspector. All information gathered for business licencing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act.

### Disclaimer

The information is based on relevant statutes, regulations and bylaws in force at the time of the preparation of this material, which are subject to amendment. Therefore, the City disclaims any liability arising from reliance on information contained in this guide. It is suggested that the department(s) concerned be consulted.

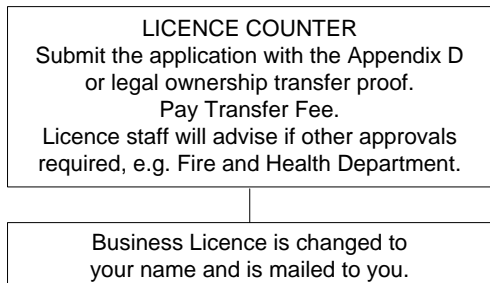
# Guide to the Business Licence Application Process – Examples

## 1. If you are buying or leasing property or premises



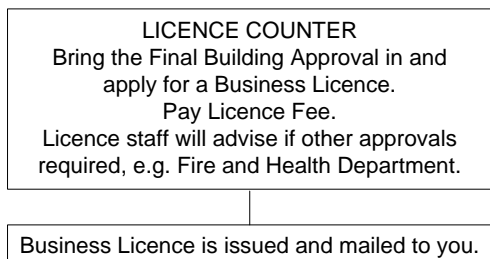
## 2. If you are “taking over” an existing business

Complete an application form to transfer the existing Business Licence to your name.



## 3. If you are opening a business in a “new or renovated” building

Before you occupy premises or start a business, a **final building approval** must be obtained from the Planning and Development Division.



## 4. If you are starting a business which **does not** require a commercial or an industrial site

Many people want to start a business but do not want or need a commercially located office. Some examples are contractors, gardeners, and painters.

A **Business Licence** may be issued using your residence as your business address, providing you comply with the regulations in Part 5 of the Zoning Bylaw, which states:

Home Occupation to be used for:

- a) Crafts and Teaching;
- b) Residential Registered Office;
- c) Residential Business Office;
- d) Child Care Programs.

The use must be clearly incidental and accessory to the dwelling. The residence is used as an office for keeping records with no storage or business conducted at the residence.

