

## **Guide to Completing a City of Richmond Business Licence for Film Productions**

The purpose of this guide is to assist productions in filling out the Business Licence Application online. This guide is for transient productions whose production offices/studio are located OUTSIDE of Richmond. If your production is based out of a studio in Richmond, please contact the Richmond Film Office for further assistance.

# Instructions – Online Business Licence Application

1. Create an account in [MyRichmond](#). Use a **generic production email address** so other location team members can access the account.

**MyRichmond**  
One Step, A Whole City



## New Ways to Secure your MyRichmond Account

Protecting your online safety is paramount. That is why the City of Richmond is introducing two innovative approaches to safeguarding your digital identity when using MyRichmond. Choose between the following options:

Passkeys

Expand



Two-factor authentication (2FA)

Expand



## MyRichmond Mobile App

One step, a whole city.



## MyRichmond Web Portal

Welcome to MyRichmond, a web portal and service that will enhance your experience when accessing personalized City information online.

### Log In

Email address

Next

[Reset password](#)

[Add / Setup another passkey](#)

### Not yet registered?

Create your MyRichmond account today. You only need to sign-on once to access City services in one place with one password.

Register

### MyRichmond services

- Register for programs
- Search for available classes & activities
- Search Calendar of Events based on your interests and location
- Access property tax account information
- Access utility account information
- View garbage and recycling collection schedule
- Request a service or report a problem
- Submit feedback online
- Sign up for emergency notifications and/or Crime Prevention newsletters
- Manage business licences
- Apply for and manage permits

**MyRichmond**  
One Step, A Whole City

Enter your email address

Email address  
ENTER-GENERIC-PRODUCTION@EMAIL

Next

2. Enter the Production Company information in the registration.

**FIRST NAME: Production Company Name**

**LAST NAME: Production Title**

Review the User Agreement Terms and accept to proceed to the next step.

**MyRichmond**  
*One Step, A Whole City*

Privacy of Information Statement

☒ I accept the following [Privacy of Information Statement](#)

User Information

filmoffice@richmond.ca

First Name  
PRODUCTION COMPANY

Last Name  
PRODUCTION TITLE

(Optional) Date of Birth (YYYYMMDD, ex. 19801220)

Date of birth must be YYYYMMDD, ex. 19801220 for December 20, 1980

[+] Optional: Phone Numbers

[+] Optional: Mailing Address

Opt-in Communication Options

By selecting yes, you consent to...

☒ receiving email regarding community programs, services and events from the City of Richmond

☒ receiving email regarding City news releases and announcements

You may update these opt-in communication consent settings any time after this registration process at MyRichmond Profile & Settings

User Agreement Terms

☒ I accept the following [User Agreement Terms](#)

**Next**

3. An email will be sent to the email registered. Please follow the link to verify the email address.

**MyRichmond**  
*One Step, A Whole City*

An email has been sent to the address you entered. Click the link in that email to proceed.

**City of Richmond**

**VERIFY EMAIL ADDRESS**



**MyRichmond**  
*One Step, A Whole City*

**[Click here to verify email address](#)**

If you have any further questions or are experiencing difficulties logging in, please visit the [MyRichmond Help site](#).

**City of Richmond**

6911 No. 3 Road, Richmond, British Columbia, V6Y 2C1

[MyRichmond](#) | [Mobile Apps](#) | [Copyright](#)

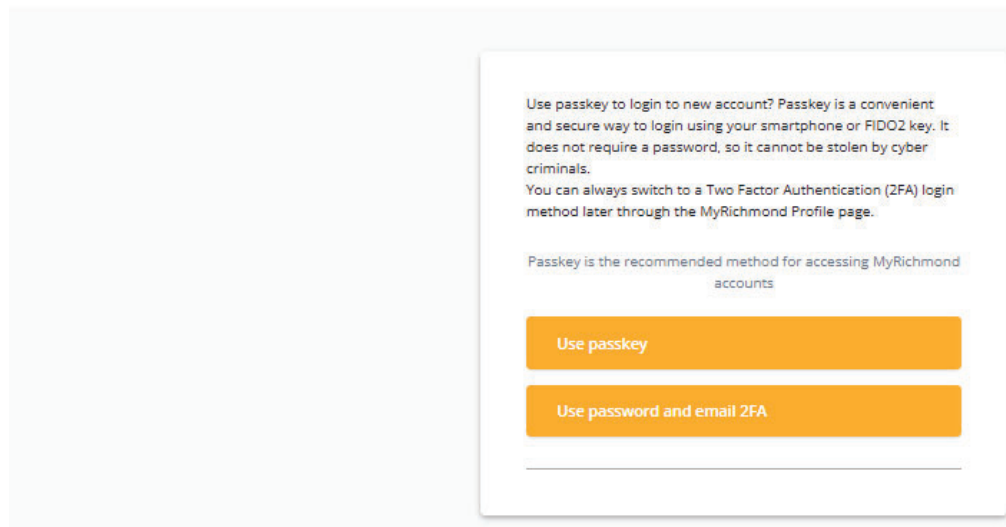
To ensure you never miss an email from us, please add [donotreply@richmond.ca](mailto:donotreply@richmond.ca) to your contacts.

**Stay Connected**

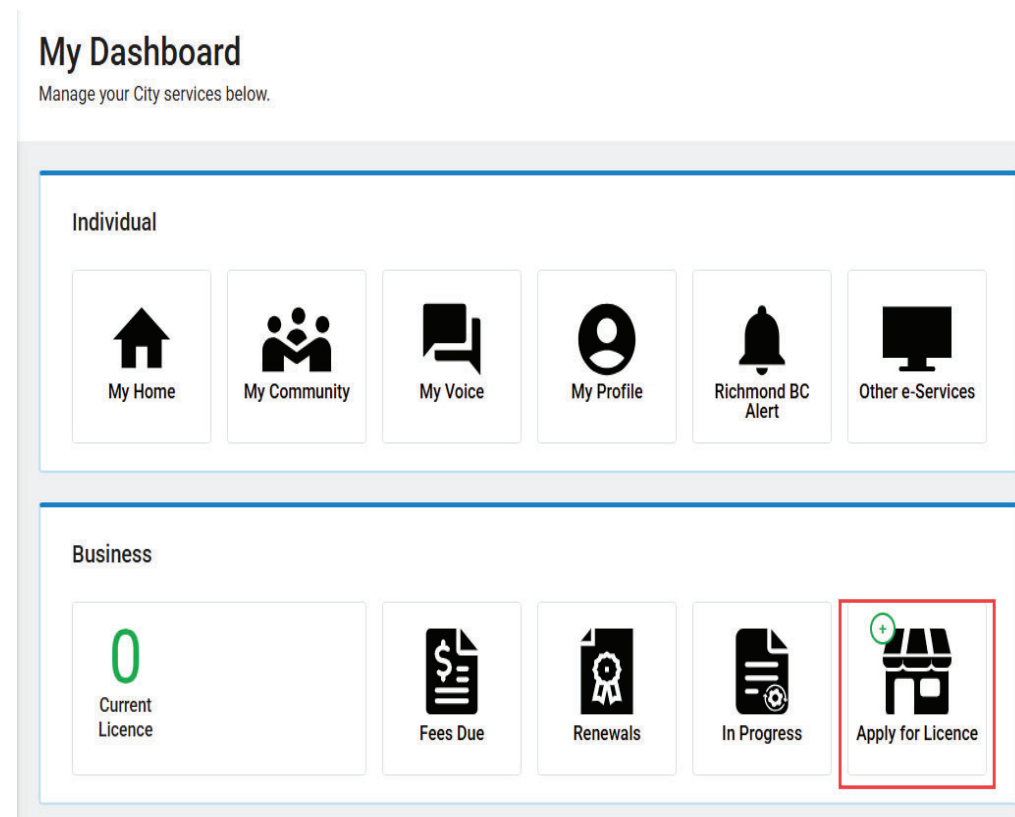


Any personal information that is collected through the City of Richmond website will be managed in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions or concerns regarding the collection, use, disclosure or safe-guarding of personal information associated with this website, please call the City Clerk's Office at 604-276-4007, and ask to speak to the FOI Coordinator.

- Once email is verified, you will be asked to set up Passkey or a password for your account.



- Find the link or apply for a Business Licence on My Dashboard.



6. If production has an active business license, choose “Link Existing License”. If there is no previous business license number, choose “Apply Now” to apply for a new business license. ***Adding the previous season’s business license number links the productions together but does not renew the business license.***

CURRENT LICENCES AND APPLICATIONS

PAST LICENCES

### Current Licences and Applications

See our [FAQs](#)

1. Don't see your **existing** business licence below? [Link your licence now](#). You do not need to apply for a new one.
2. Select "Apply Now" to apply for a new business licence. If you would like to submit a change, please select the "Update" button on your **existing** licence.
3. You can **update the details of an existing licence** by selecting the update button for the licence in the table below. This includes updates to the business use, business address, business name, owner details, and other business details. **Selecting Update will submit a licence change request. You can select Details to view your current licence information without submitting a change request.**
4. If there is a **change in ownership**, **new owners** must apply for a new licence, and attach [Appendix D - Ownership Transfer](#). See more details on [What is considered a change in ownership?](#)
5. If you are in the construction or trades-related businesses , and currently do not have an **Inter-municipal business licence (IMBL)** and would like to apply for one, you must select an existing Richmond based licence and select **Update**. See more details on [Does my business qualify for an IMBL?](#)
6. If your application is in Incomplete status for over 6 months, your application will be removed from your list.

Link Existing Licence

Apply Now

You do not have a licence at this moment

Richmond

MyRichmond

My Dashboard

Profile & Settings

My Home

My Community

My Activities

My Business

My Permit

My Voice

Other e-Services

Help

User Enrollment

Enter your existing Permit or Business Licence (if available):

If you have previously applied for a permit or business licence, we will search the system for your details. It is recommended that you use the most recent permit or business licence number, so that we can look up your most recent information.

Permit or Business Licence number:

I don't have a number

Submit

## USER ENROLLMENT

First Name: **Production Company**

Last Name: **Production Title**

Personal Email: **Production Email Address**

Mobile Number: **Production Number**



### MyRichmond

- My Dashboard
- Profile & Settings
- My Home
- My Community
- My Activities
- My Business
- My Permit
- My Voice
- Other e-Services
- Help

### User Enrollment

Set up your MyPermit/MyBusiness profile

We are unable to link any permits or business licences to your profile. Confirm your contact information so that we can create your profile.

The information provided here will only be used in your MyPermit/MyBusiness profile, and will not impact your MyRichmond profile.

First name

PRODUCTION COMPANY

Last name

PRODUCTION TITLE

Personal Email

PRODUCTION EMAIL

Mobile number

PRODUCTION NUMBER

Submit

## 7. Review and accept the terms and condition.

### Terms & Conditions

If you are trying to link an existing licence, select 'Cancel' at the bottom of the page. On the Current Applications and Licences page, select 'Link your licence now'.

Please review and accept the terms and conditions below before proceeding with the application.

☒ I Accept

I confirm that the details I am providing for the business licence application is true and correct. I agree, if granted a licence, to comply with all relevant bylaws now in force or which may come into force with City of Richmond.

☒ I Accept

Please confirm that you have checked with the zoning department to ensure that the proposed location permits your business activities, and that the building requirements and parking requirements are met.  
Zoning department:  
**Phone:** 604-276-4017  
**Email:** [zoning@richmond.ca](mailto:zoning@richmond.ca)

☒ I Accept

For Commercial and Industrial Businesses, please confirm that you have reviewed [Zoning Bylaw 8500](#) and confirm that you have sufficient parking for your business.

☒ I Accept

I confirm that I have reviewed the bylaws that apply to operating a business. The Business Licence Bylaw (7360), Business Regulation Bylaw (7538) and Vehicle For Hire Regulation Bylaw (6900) can be viewed in the [City Bylaws](#).

**Disclaimer:** Business Licences are public records and are available for inspection on request at City Hall. The City also makes business licence information available in various additional publications on the City website and/or in hard-copy format. If you **do not wish** to have your business information made available in any additional publications, you will be able to opt out at a later step. All information gathered for business licencing purposes is managed in accordance with the Freedom of Information and Protection of Privacy Act.

Cancel

Continue

## 8. SELECT YOUR BUSINESS LICENSE TYPE

Select an Industry: **512110 - Motion Picture and Video Production**

Application Type: **Service Use**

Sub Type: **Film Production Office**

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

### Select Your Business Licence Type

In later steps, you can indicate if you wish to apply for an Inter-municipal licence at the same time.  
If you are a manufacturer in Richmond, use the keyword "manufacture" in your industry search.

Select an Industry:

512110

Motion picture and video production

Please further select your Application type and Sub type for the selected industry. You can refer to the [Business Licence Application Type Help](#) page on how to choose the correct Application Type category. If your business is located in your **home residence**, or if it is **located outside of Richmond**, please select **Service Use** as the Application Type.

Application type:

Service Use

Sub type:

Film Production Office

Cancel

Continue



## 9. NEW APPLICATION

Operating or Trade name is **PRODUCTION COMPANY NAME**

Taking over an existing business as a new owner? **No**

Describe business activities: **Production Title and Season (if applicable)**

The screenshot shows a multi-step process bar at the top with six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Step 1 is currently selected and highlighted with a blue circle and an upward-pointing arrow. Below the process bar is the 'New Application' form. It contains a text input field for 'Operating or Trade Name' with the value 'PRODUCTION COMPANY NAME'. Below this is a question 'Are you taking over an existing business as a new owner?' with radio button options for 'Yes' and 'No', where 'No' is selected. Underneath is a larger text area for 'Please describe the business activities and services provided in Richmond (1957 characters left)' with the value 'PRODUCTION TITLE AND SEASON (if applicable)'. At the bottom of the form are two buttons: a red 'Cancel' button on the left and a blue 'Continue' button on the right, which is highlighted with a red rectangular box.

10. If your production office is based outside of Richmond, please hit **SKIP**. For productions with production offices in Richmond, please contact the Richmond Film Office for further assistance.

The screenshot shows the same multi-step process bar as the previous form, but now step 2, 'Business Address', is selected and highlighted with a blue circle and an upward-pointing arrow. The form content is titled 'Project Location'. It includes instructional text: 'If your business is located outside of Richmond, skip this step by selecting Skip. You will be asked to enter a mailing address at a later step.', 'If your business is located in Richmond, please type your address in the search bar and select the Search button. You must select an address from the search result.', and 'If your business occupies multiple units in the same building, please specify the unit that you would like to display on the business licence within the search below.' Below this is a text input field labeled 'Search Address' with the placeholder text 'Search Address'. To the right of the input field is a blue 'Search' button. At the bottom of the form are three buttons: a light blue 'Back' button on the left, a yellow 'Skip' button in the center (highlighted with a red rectangular box), and a blue 'Continue with selected address' button on the right.

## 11. Additional Application Details

Previously applied for a business license: **Yes or No**

Seasonal market: **No**

Inter-municipal Business License: **No on both for motion picture productions**

1

2

3

4

5

6

Select TypeProperty DetailsAdditional InformationSupporting DocumentsFees & PaymentComplete

Additional Application Details

Please provide the additional application details required to complete your application.

Have you previously applied for a business licence in Richmond?  
☐ Yes ☒ No

Is this for a seasonal market application? (e.g., night market, farmer's market, lunar/flower festival, etc.)  
☐ Yes ☒ No

Inter-municipal Business Licence

If this application is for **trade or construction related services** and your business is **located in Richmond**, you may also apply for an Inter-municipal business licence. Click [here](#) if you would like to know more about Inter-municipal business licence.

Are you applying for an Inter-municipal business licence at the same time?  
☐ Yes ☒ No

Do you already have an Inter-municipal business licence?  
☐ Yes ☒ No

Save for LaterContinue

## 12. Business Information

Operating or Trade Name: **Production Company Name**

Corporation name: (leave blank)

Business phone number: **Production Phone Number**

Business mobile: (leave blank)

Business email: **Production Email Address**

Business address: **Production Studio Address**

Mailing address: (leave blank)



**MyRichmond**

- My Dashboard
- Profile & Settings
- My Home
- My Community
- My Activities
- My Business
- My Permit
- My Voice
- Other e-Services
- Help

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

### Business Information

See our FAQs here

Operating or Trade Name:

PRODUCTION COMPANY NAME

Please enter the Corporation name if you have registered your company:

Business phone number (eg. 604-888-8888):

PRODUCTION PHONE NUMBER

Business mobile number (eg. 604-888-8888):

Business email:

PRODUCTION EMAIL ADDRESS

Business Address (Complete if located outside of Richmond, eg. 123 East 55th Ave, Vancouver BC, V5X 1N9):

PRODUCTION STUDIO ADDRESS

Mailing address (If different from your Business Address, eg. 123 Barnet Hwy, Coquitlam BC, V3B 5R5):

If your business occupies multiple units in the same building, please list out the additional unit numbers.

Additional units

Back Save for Later Continue

### 13. Contact Information

Licensed Trade Contractor: **No**

Richmond Representative Contact:

- First Name: **Production Name**
- Last Name: **Production Title and Season**
- Title/Position: **LM/ALM/TAL**
- Phone Number: **Production Phone Number**
- Email: **Production Email Address**

Emergency Contact:

- First Name: **Location Manager First Name**
- Last Name: **Location Manager Last Name**
- Phone Number: **Production Phone Number**
- Email: **Production Email Address**

MyRichmond

- My Dashboard
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- Help

1 Select Type

2 Property Details

3 Additional Information

4 Supporting Documents

5 Fees & Payment

6 Complete

#### Contact Information

Please provide the contact person that we can reach out to for any questions relating to the application or licence.

Are you a licensed Trade contractor?

☐ Yes ☒ No

#### Richmond Representative contact

Please provide the contact person that we can reach out to for any questions relating to the application or licence. If you are the main contact for the application or licence, please enter your contact details below.

First Name:

Last Name:

Title/Position:

Phone Number (eg. 604-888-8888):

Email:

#### Emergency Contact

In case of an emergency, who can we contact if we cannot reach the Richmond Representative contact?

First Name:

Last Name:

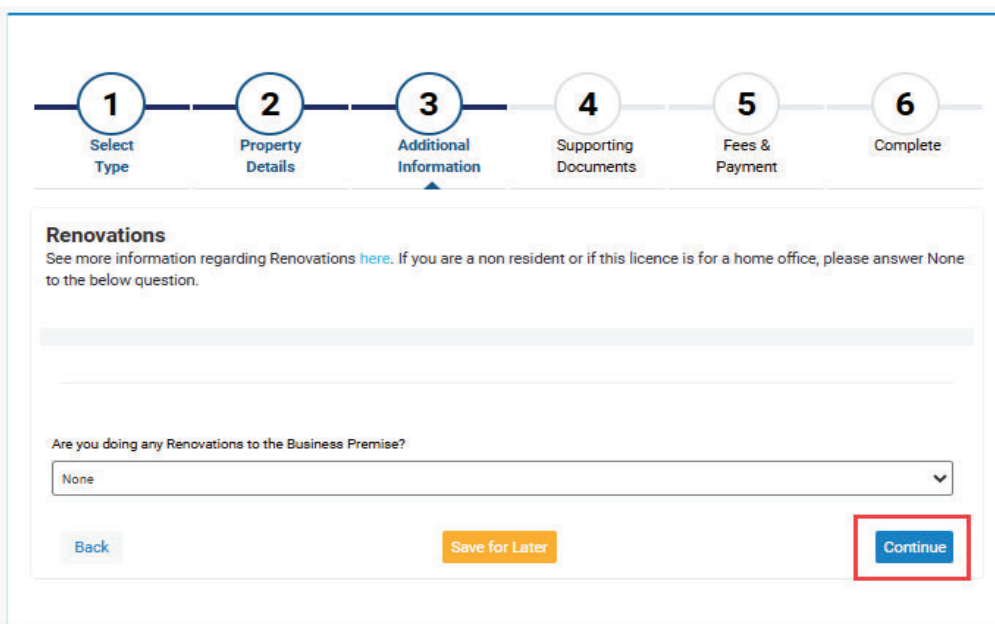
Phone Number (eg. 604-888-8888):

Email:

[Back](#) [Save for Later](#) [Continue](#)

## 14. Renovations

Are you doing any renovations: **None**



The image shows a web form for 'Renovations' with a progress bar at the top. The progress bar has six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Step 3 is currently active. Below the progress bar, the form title is 'Renovations'. The text below the title says: 'See more information regarding Renovations [here](#). If you are a non resident or if this licence is for a home office, please answer None to the below question.' There is a large empty text area. Below that, the question 'Are you doing any Renovations to the Business Premise?' is followed by a dropdown menu with 'None' selected. At the bottom, there are three buttons: 'Back', 'Save for Later', and 'Continue'. The 'Continue' button is highlighted with a red rectangle.

**1** Select Type   **2** Property Details   **3** Additional Information   4 Supporting Documents   5 Fees & Payment   6 Complete

**Renovations**  
See more information regarding Renovations [here](#). If you are a non resident or if this licence is for a home office, please answer None to the below question.

Are you doing any Renovations to the Business Premise?

None

Back   Save for Later   Continue

## 15. Business Owner Information

Add information of the Production Manager or Producer that is listed on the Notice of Articles.

First Name: **Production Manager or Producer**

Title/Position: **Production Manager/Producer**

Home Phone: **PM/Producer Phone Number**

Personal Email: **Production Manager/Producer Email Address**

Residential Address: **Local Production Mailing Address**

The screenshot shows a progress bar at the top with six steps: 1 Select Type, 2 Property Details, 3 Additional Information (current step), 4 Supporting Documents, 5 Fees & Payment, and 6 Complete. Below the progress bar is the "Business Owner Information" section. It contains a text prompt: "Please provide the contact details for at least one business owner. You may add additional business owners by selecting the Add business owner." At the bottom of this section are three buttons: "Back" (blue), "Save for Later" (orange), and "Add business owner" (orange, highlighted with a red rectangle).

The screenshot shows the "Add Business Owner Information" form. It includes a progress bar at the top with the same six steps as the previous form. Below the progress bar is the "Add Business Owner Information" section. It contains a text prompt: "Please fill in all required fields and select Submit business owner to add the business owner to the list. If you choose to cancel adding the additional business owner, please select the Cancel add business owner button." Below the prompt are several input fields: "First name:" (with a dropdown menu showing "PRODUCTION MANAGER OR PRODUCER"), "Last name:" (empty), "Title/Position:" (with a dropdown menu showing "PRODUCTION MANAGER/PRODUCER"), "Home phone (eg. 604-888-8888):" (with a dropdown menu showing "PHONE NUMBER"), "Mobile (eg. 604-888-8888):" (with a dropdown menu showing "PHONE NUMBER"), "Personal Email:" (with a dropdown menu showing "PRODUCTION MANAGER/PRODUCER EMAIL ADDRESS"), and "Residential Address (eg. 123 East 55th Ave, Vancouver BC, V5X 1N9):" (with a dropdown menu showing "LOCAL PRODUCTION MAILING ADDRESS"). At the bottom right of the form is a "Submit business owner" button (blue, highlighted with a red rectangle). On the left side of the page is a "MyRichmond" sidebar with various navigation links. At the top of the page are links for "My Business Home" and "My Profile".

## 16. Additional Business Details and Online Notifications

Business Ownership information:

- Is this for a home office located in Richmond: **No**
- Ownership Type: **Corporation**
- Business Start Date: **Production Start Date**

Online Notifications:

- Primary Email: **Production Email Address**
- Secondary Email: **Production Email Address**

Publications:

- Do you want to be excluded from the City of Richmond's Business Directory Publications? **Yes/No**

**MyRichmond**

- My Dashboard
- Profile & Settings
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- My Permit
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- Other e-Services
- Help

**Additional Business Details and Online Notifications**  
Please provide additional details for your application.

**Business Ownership**  
See our FAQs regarding the different business types. If this application/licence is for a home office, please review the Home Business uses [checklist](#).

Is this for a home office located in Richmond?  
☐ Yes ☒ No

Ownership Type:

Business Start Date:

**Online Notifications**  
You are now opted in for email notifications to receive updates on your business licences, including renewal notices. You will no longer receive your business licence renewal invoice by mail.  
Enter the primary and secondary emails to receive these notifications.

Primary Email:

Secondary Email:

**Publications**  
The following information you provided will be published in [City of Richmond's Business Directory](#):  
Business Phone Number, Business Email, Business Name, Business Description, Number of Full Time Employees, Number of Part Time Employees.

Do you want to be excluded from the City of Richmond's Business Directory publications?  
☐ Yes ☒ No

[Back](#) [Save for Later](#) [Continue](#)

Richmond City Hall  
6911 No. 3 Road, Richmond,  
British Columbia, V6Y 2C1

## 17. Employees and Business Premise

- Number of full time Employees: **5**
- Number of part time Employees: *leave blank*

### Commercial and Home Occupation Use

- Sub contracting your business activities to another business: **No**
- Goods/products, commercial vehicles or equipment stored on premise: **No**
- Can the general public visit your business address to purchase goods/products: **No**
- Hazardous goods stores on premise: **No**

The screenshot shows a multi-step registration process. At the top, a progress bar has six steps: 1. Select Type, 2. Property Details, 3. Additional Information (current step), 4. Supporting Documents, 5. Fees & Payment, and 6. Complete. Below the progress bar, the section 'Employees and Business Premise' is displayed. It includes a sub-section 'Number of Employees' with input fields for '# Full Time Employees' (containing '5') and '# Part Time Employees' (empty). Another sub-section 'Commercial and Home Occupation Use' contains several questions with radio button or dropdown answers: 'Are you sub-contracting your business activities to another business?' (No), 'Are goods/products, commercial vehicles, or equipment stored on premise?' (No), 'If yes, please describe the stock stored on premise:' (empty text box), 'Can the general public visit your business address to purchase goods/products?' (No), and 'Do you have any hazardous goods stored on premise?' (No).

**1** Select Type   **2** Property Details   **3** Additional Information   **4** Supporting Documents   **5** Fees & Payment   **6** Complete

**Employees and Business Premise**  
Please complete the information below. The number of employees should include the number of business owners and employees working in Richmond.

**Number of Employees**

# Full Time Employees  
5

# Part Time Employees

**Commercial and Home Occupation Use**  
Please answer No to all questions if your business is not located in Richmond.

Are you sub-contracting your business activities to another business?  
☐ Yes ☒ No

Are goods/products, commercial vehicles, or equipment stored on premise?  
☐ Yes ☒ No

If yes, please describe the stock stored on premise:

Can the general public visit your business address to purchase goods/products?  
No

Do you have any hazardous goods stored on premise?  
☐ Yes ☒ No



## 18. Commercial/Industrial Business Premise

Square footage of your Office Area: **750**

*Leave everything else blank.*

### Sign Permit

Exterior signs or window signs at your business premise: **No**

**Commercial/Industrial Business Premise**

This section is only required if your business premise is located in Richmond.  
If there is more than one business sharing the premise, please indicate the amount of square footage your business is occupying. For example, a typical food truck square footage is under 1000 square feet.

Are you sharing premises with another business? If yes, please indicate the name of the business.

Square footage of your Office Area:

Square footage of your Retail Area:

Square footage of your Wholesale Area:

Square footage of your Warehouse Area:

Square footage of your Outside storage:

For seasonal market application (eg. night market), please list all the booth numbers (if known):

**Sign Permit**

If you have any exterior signs or window signs at your Business Premises, please review the [Richmond Sign Bylaw No.9700](#). You will need to submit your sign permit application to the Zoning/Signs Department at [signs@richmond.ca](mailto:signs@richmond.ca), after you have submitted your business licence.  
This information is only required when applying for a new application.

Do you or will you have any exterior signs or window signs at your Business Premises?

☐ Yes ☒ No

## 19. Supporting Documents

Please attach these two documents: Incorporation Certificate and Notice of Articles in PDF.

Document Type: **Incorporation Certificate and Notice of Articles**

The screenshot shows a web application interface for uploading supporting documents. At the top, a progress bar consists of six numbered circles: 1 (Select Type), 2 (Property Details), 3 (Additional Information), 4 (Supporting Documents), 5 (Fees & Payment), and 6 (Complete). Circle 4 is highlighted with a blue arrow pointing to it.

**Supporting Documents**  
Please provide the required supporting documents for your application.

- Incorporation Certificate AND Notice of Articles - PLEASE UPLOAD 2 DOCUMENTS

For the optional documentation, please provide if available.

- Consumer Protection Licence - eg. Employment Agency Licence, Collection Agency Licence, Travel Agents and/or Travel Wholesale Licence, Motion Picture Licence

You do not have any document(s) uploaded at the moment.

**Upload New Document**

Please upload the documents for your application. You will need to select the **Upload Document** button to complete the upload. You will see the list of uploaded documents in the table above.

Document Type: Incorporation Certificate AND Notice of Articles - PLEASE UPLI ▼ File: Drop or Browse to select file(s)

Incorporation Certificate AND Notice of Articles - PLEASE UPLOAD 2 DOCUMENTS
Consumer Protection Licence - eg. Employment Agency Licence, Collection Agency Licence, Travel Agents and/or Travel Wholesale Licence, Motion Picture Licence
Other

Back Save for Later Continue

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

Supporting Documents

Please provide the required supporting documents for your application.

- Incorporation Certificate AND Notice of Articles - PLEASE UPLOAD 2 DOCUMENTS

For the optional documentation, please provide if available.

- Consumer Protection Licence - eg. Employment Agency Licence, Collection Agency Licence, Travel Agents and/or Travel Wholesale Licence, Motion Picture Licence

Document Type	File Type	File Name	Date Uploaded	Actions
Incorporation Certificate AND Notice of Articles - PLEASE UPLOAD 2 DOCUMENTS	application/pdf	Element.pdf	2025-02-14	<div>Download</div> <div>Delete</div>

1

Upload New Document

Please upload the documents for your application. You will need to select the **Upload Document** button to complete the upload. You will see the list of uploaded documents in the table above.

Document Type

\* Please select the Document Type.

File

Drag or **Browse** to select file(s)

\* This input field is required.

Upload Document

Back

Save for Later

Continue

## 20. Fees & Payment

The business license fee for Motion Picture Industry is **\$162.00 in 2025**. If you get a different amount, please double check the number of employees you have added and square footage and ensure it does not exceed the number from this guide.

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

Fees & Payment

Please review the fees associated to your application. Once the fees are paid, you will be able to view the bill number on this page, and download a copy of the paid invoice on the Supporting Documents page.

All outstanding fees must be paid prior to submitting the application. Once you have paid all the fees, select the **Continue** button on this page to complete the submission of your application.

Bill #	Licence	Fee Details	Total	Payment Status
<input checked="" type="checkbox"/>	PRODUCTION COMPANY NAME - Service Use	Business Licence Fee\$162.00	\$162.00	Unpaid

1

Fees selected for payment:

- \$162.00: Bill Number:**  
Business Licence Fee \$162.00

Total Amount: \$162.00

Pay Selected Fees

Back

Save for Later

7974170

### Review Your Order

Quantity	Item	Unit	Price
1	Business Licence Fee	CAD 162.00	CAD 162.00
<b>Total</b>		<b>CAD</b>	<b>162.00</b>

[« Return to Online Payment - My Business](#)

### Pay With Your Credit Card

Cardholder Name

Credit Card Number



Expiry Date (MMYY)

Security Code

The 3-digit security code is located on the back of the credit card. For American Express cards, the 4-digit security code appears on the front of the credit card.



Email

A confirmation email will be sent to this address.

[Pay With Your Credit Card](#)

Your private information is secured using TLS 1.2 (Transport Layer Security). All information is encrypted between your web browser and E-xact Transactions (Canada) Ltd.

21. A confirmation window will be displayed after the payment is complete.

### Payment Completed



Transaction has been approved  
Your receipt has been sent to the email you provided on the Payment page.

---

Fee List:

- **\$162.00 : Bill Number:**  
Business Licence Fee \$162.00

Total Payment Amount: **\$162.00**

Once paid the bill will be listed as “Paid” under Fees and Payment.

1

Select Type

2

Property Details

3

Additional Information

4

Supporting Documents

5

Fees & Payment

6

Complete

Fees & Payment

Please review the fees associated to your application. Once the fees are paid, you will be able to view the bill number on this page, and download a copy of the paid invoice on the Supporting Documents page.  
All outstanding fees must be paid prior to submitting the application. Once you have paid all the fees, select the **Continue** button on this page to complete the submission of your application.

Bill # ▾	Licence	Fee Details	Total	Payment Status
<input type="checkbox"/>	PRODUCTION COMPANY NAME - Service Use	Business Licence Fee\$162.00	\$162.00	Paid

1

Fees selected for payment:

No fees selected

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Save for Later

22. Once you have paid and submitted your Business License application, please let the Film Office know and we will connect with the Business Licensing team to process the request.