

### WHERE RIVERS MEET AND FRIENDS GATHER

Do I need a business licence?

A Business Licence is required for anyone conducting business within the Village of Telkwa. This includes businesses that are located out of town, but operate within the Village, seasonal, mobile and home-based businesses.

Why do I need a business licence?

Provincial laws and Village of Telkwa bylaws require business licences. Business licencing ensures compliance with the regulations of the Municipality with respect to BC Building Code, zoning bylaws, fire safety and health regulations. The intent of the regulations is to support safe and healthy development.

What do I need to consider before applying?

There are a few things to consider before signing a lease or moving into a building where you wish to open a business. Contact the Village office to verify this information before you submit an application. Questions to ask include:

- Is the business use consistent with the zoning of the property? If the business use is not permitted, the Village may not issue a licence. You can either apply to have the property rezoned, apply for a temporary use permit, or look for an alternative location.
- What building upgrades will be required? If you are changing the use of the building, you may be required to upgrade the building. Fire safety and accessibility are two common issues.
- Is sufficient parking available? If you are changing the use to one that requires more parking spaces than what exists, you will be required to provide off-street parking.
- Are other approvals required? Depending on the nature of your business, you may need to provide verification from other agencies, such as Northern Health or the Liquor and Cannabis Licensing & Control Board.

How long will it take before I get my business licence?

Processing a business licence application may take 1 to 2 weeks.

How much will my business licence cost?

Business Licences cost between \$90 and \$300 per year, depending on the business classification. To confirm the cost of your business licence, consult the Village of Telkwa Fees and Charges Bylaw or contact the Village office.



## BUSINESS LICENCE FAQ

How do I pay for my business licence?

New and renewed business licences may be paid by debit card or cash in person at the Village office, or a cheque can be mailed to our office.

Can I run a business from my home?

Certain types of businesses may operate from home. To confirm which types of business activities are permitted in residential neighbourhoods, size of the area used for business purposes, parking requirements, etc. consult the Village of Telkwa Zoning Bylaw.

Can I alter or change my building to fit my business needs?

Yes, alterations may require a Building Permit. Contact the Village office if you have questions regarding building alterations.

How long is my business licence valid?

All business licences expire on December 31<sup>st</sup> and must be renewed annually.

How do I renew my business licence?

The Village will mail out business licence renewal notices to businesses. Licence applications are not required for a business licence renewal, simply pay the annual fee and a new licence will be issued.

What if I change my business type or location?

Changes to business type or location will require a new business licence application to help ensure that the use and location are still conforming to Village bylaws and provincial regulation.

What do I do if my business closes?

If you are closing your business, please notify the Village office.

Where can I get business support?

For links to useful websites and business support organizations, please click on the "Business & Development" tab on the Village website ([www.telkwa.ca](http://www.telkwa.ca)), or contact the Village office.

*This brochure is meant for informational purposes only. Please consult the Local Government Act and its regulations, the Village of Telkwa Business Licence Bylaw and Zoning Bylaw and other bylaws for definitive requirements and procedures. Copies of all bylaws are available online: [www.telkwa.ca](http://www.telkwa.ca).*

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**Municipal Office Hours:**  
Monday to Friday  
8:30 a.m. to 4:30 p.m.  
Closed 12:30 to 1:30 p.m.  
Closed Stat Holidays