



# DISTRICT OF BARRIERE

4936 Barriere Town Rd.  
Box 219, Barriere, B.C. V0E-1E0  
Telephone: 250-672-9751 ~ Fax: 250-672-9708

## APPLICATION FOR BUSINESS LICENSE

**FOR DISTRICT USE ONLY**

LICENSE NUMBER \_\_\_\_\_  
ROLL NUMBER \_\_\_\_\_  
LICENSE FEE \_\_\_\_\_

BUSINESS TRADE NAME: \_\_\_\_\_

NEW  CHANGE OF OWNER  CHANGE OF LOCATION  CHANGE OF NAME  OTHER

LOCATION: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ OWNER  AGENT

EMERGENCY CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TYPE OF BUSINESS TO BE CONDUCTED: *(Be specific)*: \_\_\_\_\_

*I hereby make application for a license in accordance with the particulars as above stated and declare the above statement is true and correct and I undertake that if I am granted the license applied for I will comply with each and every obligation contained in all laws and bylaws now in force or which may hereafter come into force in the District of Barriere. I further understand that if this application involves the use of premises for business purposes that they may not be occupied until they have been approved by the District Departments concerned and a license issued. I also understand that the payment of the Business License fee in advance does not guarantee approval. The personal information collected herein will be used solely for the purposes of administering the District's business license bylaw and is subject to the provisions of the Freedom of Information & Protection of Privacy Act.*

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**\*\*\*NO BUSINESS SHALL START OPERATING BEFORE LICENSE IS ISSUED\*\*\***

**Please read reverse**

**\*\*Please Note: If your Business location is outside District of Barriere boundaries you need not complete the following\*\***

NEW BUILDING  PROPOSED OPENING DATE: \_\_\_\_\_

or

EXISTING BUILDING  ARE YOU OPEN FOR BUSINESS NOW? No  Yes

PREVIOUS USE/BUSINESS OPERATED AT THIS ADDRESS: \_\_\_\_\_

TOTAL FLOOR AREA (SQ.FT.): \_\_\_\_\_ TOTAL PERSONS EMPLOYED: \_\_\_\_\_

IS THERE ANY CONSTRUCTION OR RENOVATION CONTEMPLATED? *(if yes, please specify)*: \_\_\_\_\_

NUMBER OF PARKING SPACES AVAILABLE? \_\_\_\_\_ *(Please attach sketch)*

ARE YOU INSTALLING A SIGN? \_\_\_\_\_ SIZE: \_\_\_\_\_

DO YOU HAVE A DIRECT SELLERS LICENSE? \_\_\_\_\_ NUMBER: \_\_\_\_\_

IS THIS A HOME BASED BUSINESS? \_\_\_\_\_ *(If yes, include floor plan & see reverse)*

DO YOU RENT THE SPACE  or OWN THE BUILDING

Please note that Business License Applications may take approximately two (2) weeks to process. An incomplete application will result in delays.

**Please provide all necessary supporting documents attached:  
(eg. Proof of Liability Insurance, Health Certificates, current Fire Inspection Report, sketch plans).**

Full payment of the business license fee is required before a license will be issued.

License fees are assessed based on the business category. A listing of the categories and fees is available in the Business License Bylaw available at the District Office or online at [www.barriere.ca](http://www.barriere.ca)

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**\*\* HOME OCCUPATIONS and HOME-BASED BUSINESSES ONLY:** Please attach a drawing of the building, identifying where the business operation is located, the total square footage of the business area and of the entire building.

### **HOME OCCUPATION/HOME-BASED BUSINESS REGULATIONS**

**“Home Occupation”** means a business that is carried out in a dwelling unit that does not:

- (a) change the external residential character of the dwelling unit or parcel;
- (b) create a nuisance;
- (c) involve exterior storage of any materials or products used directly or indirectly in the business;
- (d) involve the storage or use of material or products that produce flammable or explosive vapours or gases under ordinary temperatures;
- (e) involve the display of advertising or identification signs exceeding 0.3 square metres in area; and,
- (f) occupy more than 25% of the habitable area of the dwelling unit.

**“Home-based Business”** means a Home Occupation that is carried out partly or entirely within an accessory structure on the same parcel as the principal dwelling unit and conforms to (a) to (f) of the Home Occupation definition.

**A HOME OCCUPATION is ALLOWED in ALL Zones.**

**A HOME-BASED BUSINESS is not permitted in a Residential Multi-family (RM) Zone.**

DISTRICT OF BARRIERE

BYLAW NO 0041

SCHEDULE "A"

*BUSINESS CATEGORIES AND FEES PAYABLE*

For record keeping convenience the License Inspector may segregate various classes of business licenses numerically within each code.

CODE

**0100 ACCOMMODATIONS**

Rent or lease suites or rooms in a hotel, motel, rooming house, bed and breakfast house, apartment, mobile home park or campground.

0101	Permanent/Temporary residential occupancy	\$5.00/room
0102	Mobile Home Park	\$4.00/space
0103	Campground	\$4.00/space
0104	Bed & Breakfast	\$100.00

**0200 AGENT**

Any person who, either on his own behalf or as an agent for another, sell or solicits or takes orders to be supplied by any person not carrying on a business within the District of Barriere.

0201	Agent	\$100.00
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**0300 AMUSEMENT PARK/CARNIVAL/CIRCUS**

Means any water slide, miniature golf course, go-kart track, bumper cars or similar place of entertainment. Any person holding a license under this section may also sell by retail, without further license or fee: food novelties, tobacco, gifts and souvenirs. Each applicant for a license issued for a carnival or circus shall provide to the License inspector proof of \$2,000.00.00 liability insurance co-naming the District as insured.

0301	Amusement Park/Carnival/Circus - Daily	\$ 75.00/day
0302	Amusement Park/Carnival/Circus - Annual	\$200.00/year

**0400 AUTOMOBILE/VEHICLE SALES, RENTAL AND SERVICE**

Sales/rental and service; new or used cars snowmobiles, motorcycles, boats, trucks or recreational vehicles.

0401	Sales and rental only	\$150.00
0402	Sales, rental and service	\$200.00
0403	Sales, rental and service of snowmobiles, motorcycles, boats & recreational vehicles	\$250.00

**0500 AUTO WRECKER**

Retail sales of used goods, scrap metals and wrecking.

0501	Auto wrecker	\$100.00
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**0600 BEAUTY SALON**

Beauty salon, hairdresser, esthetician, cosmetologist or barber.

0601	Beauty Salon	\$125.00
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**0700 BUSINESS SERVICES**

Appliance & electronic repair service, auctioneer, collection agency, counseling service, desktop publisher, hall rental, janitorial, research and development laboratory, liquor delivery, office assistant/answering office use, photographic studio, commercial printing, security/enforcement, steam cleaning, tax preparation, travel agency, upholsterer, consulting, mobile hairdresser, automobile towing, property maintenance and management, business machine maintenance and general handyman.

0701	Business Services	\$100.00
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**0800 CAR WASH**

0801	Car Wash	\$125.00
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**0900 CHIMNEY CLEANING SERVICE**

0901	Chimney Cleaning Service	\$100.00
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**1000 CHRISTMAS TREE SALES**

1001	Christmas Tree Sales	\$ 75.00
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**1100 CONCESSION SALES**

Means any business in which light refreshments, lunches, confectionary and tobacco, or any one or more of them are served or offered for sale in premises that do not exceed 47 square meters.

1101 Concession Sales \$125.00

**1200 CONTRACTOR**

The fee payable from every person carrying on the business of constructing, repairing or demolishing a building, structure or thing, or offering the service of an associated building, construction or engineering sub-trade is as follows:

Contractor (General) – means any person who enters into a contract to construct, repair or demolish a building, structure or thing, wherein more than two sub-trades are required to assist the general contractor.

Subcontractor (Sub)/Tradesman – means without storefront or office within the District of Barriere. Proof of contractor’s license or accreditation.

1201 Contractor (General) \$200.00

1202 Subcontractor (Sub)/Tradesman \$100.00

**1300 DAYCARE**

In home or rented/leased premises.

1301 Daycare \$100.00

**1400 EQUIPMENT SALES, RENTALS AND SERVICE**

Sales and service of industrial, farm and light commercial.

1401 Equipment Sales, Rentals and Service \$200.00

**1500 ENTERTAINMENT PLACES PERMANENT**

Theater, Amusement Halls or other Place of Assembly – includes drive-in/movie theatres, amusement hall, concert hall, music hall, opera house, rink, amusement park, bingo hall or other place of amusement, entertainment or fall fair exhibition grounds.

1501 Entertainment Places \$200.00

**1600 EXHIBITION RETAIL**

Exhibition/Itinerant Show/Special Event, including Horse Racing – when held elsewhere than in a licensed theatre or other licensed place.

1601 Exhibition Retail - Daily \$ 75.00/day

1602 Exhibition Retail - Annual \$200.00/year

**1650 EXHIBITION RETAIL SALES (TEMPORARY)**

Carry on a business or displaying or showing to the public, goods, wares, or other merchandise on premises temporarily rented, leased or otherwise obtained, including but not limited to trade fairs, fall fairs, flea markets and fruit stands.

1651	Exhibition Retail (Temporary) - Daily	\$ 75.00/day
1652	Exhibition Retail (Temporary) - Annual	\$200.00/year

**1700 FARMER'S MARKET, FLEA MARKET, FRUIT STAND**

1701	3 months under 7 vendors	\$ 25.00
	3 months over 7 vendors	\$ 50.00
1702	6 months under 7 vendors	\$ 62.50
	6 months over 7 vendors	\$125.00
1703	12 months under 7 vendors	\$100.00
	12 months over 7 vendors	\$200.00

**1800 FABRICATING**

Pre-finished materials are used to make a product or thing, including but not limited to tire retread shop, sheet metal, steel fabricating, sign shop, fiberglass.

1801	Fabricating	\$150.00
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**1900 FINANCIAL AND BROKERAGE COMPANY**

Fee payable from every person carrying on the business of a bank, trust company, credit union, finance and loan company, brokerage company, cheque cashing services, payday loans services, independent stock broker, or independent mortgage broker.

1901	Financial and Brokerage Company	\$200.00
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**2000 FOOD SERVICE**

Fee payable from every person carrying on a business for the preparation and sale of food, including but not limited to a licensed restaurant, butcher, deli, bakery, caterer and tea room.

2001	Licensed Food Service (serves liquor)	\$200.00
2002	Unlicensed Food Service (does not serve liquor)	\$125.00

**2100 FOOD VENDORS**

The fee payable from every person carrying on the business of selling food products from a vehicle parked on private property at a location permitted for such commercial use under the District of Barriere Zoning Bylaw.

Where the mobile business is limited to the selling of ice cream and other frozen confections, it shall be permitted to operate at roadside in residential areas, provided that the applicant obtain and maintain comprehensive general liability insurance of an amount not less than Three Million (\$3,000,000.00) Dollars, with the District of Barriere named as an additional insured.

2101 Food Vendors – non motorized  
Push or Pedal Mobile units \$ 50.00/year/unit

Food Vendors – Motorized  
2102 Pulled or Self powered mobile unit - Monthly \$ 50.00/unit/month

2103 Pulled or Self powered mobile unit - Annual \$200.00/unit

**2200 FUEL SALES AND SERVICE**

Fuel bar, service station, or bulk fuel agent/dealer, but can include gas, propane and fiber wood products.

2201 Fuel Sales and Service \$200.00

**2300 FUNERAL SERVICE/CREMATORIUM**

Funeral Services/Arrangements

2301 Funeral Service/Crematorium \$200.00

**2400 HANDICRAFTS AND ARTS**

Home Based – of making or producing a product as a handicraft or art form.

2401 Handicrafts and Arts \$ 50.00

**2500 LAUNDROMAT AND DRY CLEANER**

Laundromat or dry cleaners which may include on site fabric repair.

2501 Laundromat and Dry Cleaner \$100.00

**2600 LICENSED LIQUOR ESTABLISHMENT/LIQUOR SALES**

Selling liquor to the public and including the accessory sale of food.

2601 Licensed Liquor Establishment/Liquor Sales \$200.00

**2700 MANUFACTURING**

All products, processes and plants; from unfinished or raw materials.

2701 Manufacturing \$200.00

**2800 MEDIA SERVICE**

Media-oriented service, including but not limited to newspaper publishers, broadcasting stations.

2801 Media Service \$100.00

**2900 MOBILE HOME MANUFACTURING/SALES**

Dealer for new and used mobile home sales from commercial premises or a listing agency for used mobile homes located on private premises.

2901 Mobile Home Manufacturing/Sales \$200.00

**3000 MOBILE VENDOR**

The fee payable from every person carrying on the business of selling goods from a vehicle parked on private property at a location permitted for such commercial use under the District of Barriere Zoning Bylaw.

3001 Mobile Vendor \$200.00/vehicle

**3100 NOT FOR PROFIT ORGANIZATIONS**

**3200 NURSING HOME/PRIVATE HOSPITAL**

Persons caring for not more than two patients shall not be required to take out or hold a license or pay a fee under this classification.

3201 Nursing Home/Private Hospital \$200.00

**3300 PARKING LOT**

Fee payable from every person carrying on business of renting or leasing parking in stalls.

3301 Parking Lot \$ 5.00/space

**3400 PAWNBROKER**

3401 Pawnbroker \$200.00



**3500 PROFESSIONAL**

Including but not limited to engineering, veterinarians, accounting, barristers & solicitors, notaries, medical, dental, surveyors, psychologists, real estate appraisers, physiotherapists, naturopathic, architects, chiropractors.

3501 Professional \$100.00/person

**3600 REAL ESTATE AGENT/SALES PERSON  
AND INSURANCE AGENT/SALESPERSON**

3601 Real Estate Agent/Salesperson \$ 80.00/1<sup>st</sup> Person  
3602 Real Estate Agent/Salesperson \$ 20.00/additional person  
3603 Insurance Agent/Salesperson \$ 80.00/1<sup>st</sup> Person  
3604 Insurance Agent/Salesperson \$20.00/additional person

**3700 RECREATION/HEALTH SPA FACILITY**

Recreation facility (indoor/outdoor), bingo hall, health spa or bowling alley, including but not limited to aerobic fitness studios, bodybuilding gymnasiums, billiard halls and arcades.

3701 Recreation/Health Spa Facility \$ 75.00

**3800 REPAIR SHOP**

For automobiles, trucks, snowmobiles, motorcycles, recreation vehicles and boats, including but not limited to auto body shop, radiator shop, tire store, brake shop, muffler shop, machine shop, welding shop and mechanical repair shop.

3801 Repair Shop \$125.00

**3900 RETAIL BUSINESS/SECOND STORES**

Retail sales of goods or food products from permanent commercial premises.

3901 Retail Business up to 1000 sq. feet-small \$125.00  
3902 Retail Business from 1001 to 2001 sq. feet-med. \$185.00  
3903 Retail Business over 2001 sq. feet-large \$225.00

**4000 SCHOOLS/HOME-BASED OR COMMERCIAL SPACE**

Includes driving school, dance, martial arts, craft and music.

4001 Schools/Home Based or Commercial Space \$ 75.00

**4100 THEATRES AND MARKET**

Includes drive-in theatres, amusement hall, concert hall, music hall, opera house, rink, amusement park, movie theatre, bingo hall or other place of amusement, entertainment or exhibition.

4101	Theatres and Market - daily	\$ 50.00/day
4102	Theatres and Market - monthly	\$ 75.00/month
4103	Theatres and Market - 3 month	\$100.00/3 months
4104	Theatres and Market - 6 month	\$150.00/6 months

**4200 TRANSPORTATION OF GOODS AND/OR PEOPLE**

Provision of a public or charter transportation service or a moving, delivery or courier service.

4201	Transportation of Goods and/or People	\$150.00
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**4300 UNCLASSIFIED**

The fee payable from every person carrying on a business that is not herein classified.

4301	Unclassified	\$100.00
4302	Unclassified – Seasonal	\$ 40.00

**4400 VENDING MACHINES**

Operation of a vending machine in one or more locations.

4401	Vending Machines	\$ 50.00/1 <sup>st</sup> machine
4402	Vending Machines	\$ 20.00/additional machine

**4500 WAREHOUSING**

4501	Warehouse, Storage Warehouse, Bonded Storage	\$150.00
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**4600 WHOLESALE**

Refers to selling goods in quantity for resale by retail stores or for re-use in the manufacturing or construction process.

4601	Wholesale	\$150.00
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