



BUSINESS LICENCE APPLICATION

2580 Shaughnessy St., Port Coquitlam, BC V3C 2A8/Phone: 604 927-5238/Fax: 604 927-5470

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS MAILING ADDRESS: _____

PHONE: _____ CELL PH: _____ FAX: _____ E-MAIL: _____

APPLICANT'S NAME: _____

(Please Print)

NAME OF INDIVIDUAL OR CORPORATION WHO OWNS BUSINESS: _____

PHONE _____

BUSINESS DESCRIPTION: _____

NUMBER OF PERSONS WORKING IN PORT COQUITLAM BUSINESS: _____ START DATE: _____

EMERGENCY CONTACTS:

NAME _____ TELEPHONE _____ CELL _____

NAME _____ TELEPHONE _____ CELL _____

IF PREMISE IS LEASED OR RENTED PLEASE PROVIDE THE PROPERTY OWNER OR MANAGEMENT CO.:

NAME _____ TELEPHONE _____ CELL _____

PLEASE COMPLETE APPLICABLE SECTION

A. OUT OF TOWN CONTRACTOR - TYPE OF TRADE: _____

B. HOME BASED BUSINESS

➤ TOTAL HOME FLOOR AREA IN SQ. FT. _____ Or M² _____ OFFICE AREA SQ.FT. _____ Or M² _____

➤ COMPLETE DESCRIPTIVE ACCESSORY HOME BUSINESS APPLICATION FORM ON REVERSE OF PAGE



COMMERCIAL/INDUSTRIAL SPACE

➤ TOTAL AREA IN SQ. FT. _____ Or M² _____ NUMBER OF PARKING STALLS: _____

C. RESTAURANTS & BEVERAGE ROOMS

➤ SEATING CAPACITY : _____

D. DAYCARE - NUMBER OF CHILDREN: _____

E. SERVICE STATIONS - NUMBER OF PUMPS: _____

F. RENTAL UNITS: HOTEL/MOTEL - NO OF ROOMS: _____

➤ APARTMENT UNITS: BACHELOR: _____ 1 BEDROOM: _____ 2 BEDROOM: _____ 3 BEDROOM: _____

APPLICANT'S SIGNATURE: _____ DATE: _____

DESCRIPTIVE ACCESSORY HOME BUSINESS LICENCE APPLICATION FORM

Necessary for planning/zoning purposes

NOTE: Please print legibly and in ink (document to be scanned). The more information you provide the quicker your application can be processed.

1) Name of applicant and proposed accessory home business.

2) Please provide a detailed description of the proposed accessory home business. Include type and nature of activity, products produced or services to be rendered.

3) Please specify if business licence is for office use or bookkeeping only (primary business activity conducted off-premise).

4) If you will be producing goods on site, please provide additional information about the method of production (materials, equipment required, etc.), sale and distribution. Will your business receive deliveries or require pickups?

5) Please specify number of employees:
a) Living and working on premise _____
b) Non-resident working on premise _____

6) Additional comments or information?

All signs erected within the City of Port Coquitlam are subject to Bylaw No. 2638 and require a Sign Permit.