



Suite 101, 310 Ward Street, Nelson British Columbia V1L 5S4  
 Tel: (250) 352-8248  
 Email: reception@nelson.ca  
 Website: www.nelson.ca

## BUSINESS LICENSE APPLICATION

The City of Nelson is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act. The City of Nelson collects your information for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 5S4 or FOI@nelson.ca or 250-352-8234.

**Business Name:** \_\_\_\_\_

**Brief Description of Business:** \_\_\_\_\_ **Trade Certificate if applicable:** \_\_\_\_\_

**Physical Address of Business/Home Occupation:** \_\_\_\_\_  
# STREET CITY POSTAL CODE

**Inter-Community Business Licence required? Please check this box**  **Non-Profit Society? Please check this box**   
 Please provide a copy of certification.

**Non-resident business: please check this box**

**Mailing Address:** \_\_\_\_\_  
# STREET/PO BOX CITY POSTAL CODE

**Owner(s) and/or Signing Officer(s):**

1. \_\_\_\_\_  
LAST NAME FIRST NAME INITIAL
2. \_\_\_\_\_
3. \_\_\_\_\_

**Phone #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_ **E-mail Address:** \_\_\_\_\_

I/We \_\_\_\_\_ hereby make application for a license in accordance with the particulars as above stated and I declare the above statements are 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 City of Nelson.

**NOTICE:** This business license and fee payment does not constitute a valid business license. A business license will be issued after all bylaw requirements have been completed. We may supply other agencies with the above information.

**Any new or updated signage, including sandwich boards, requires a sign permit application at the Development Services office.**

**DATE:** \_\_\_\_\_  
\_\_\_\_\_  
*Owner (or Signing Officer) Signature*

OFFICE USE ONLY		
Account #: _____ Code: _____ Fee: _____ <small style="margin-left: 100px;">(reduced by half after July 31<sup>st</sup>)</small> ICBL Fee : _____  <div style="text-align: center; padding: 10px 0;">PAYMENT STAMP</div>	Zoning: _____ Permitted use: Yes / No / NA Site Inspection passed: Yes / No / NA Health Inspection provided: Yes / No / NA Owner authorization provided: Yes / No / NA  Comments: _____	<b>APPROVAL:</b>  <div style="text-align: center; padding: 10px 0;">INSPECTOR'S SIGNATURE</div> Date: _____

## FEE SCHEDULE

CODE	COST	TYPE OF BUSINESS
01A	\$135 EACH + \$1040 SECURITY DEPOSIT	DOOR TO DOOR SALES - ONE TO FOUR PERSONS
01B	\$625 + \$1040 SECURITY DEPOSIT	DOOR TO DOOR SALES - FIVE OR MORE PERSONS
02A	\$135+ \$1040 SECURITY DEPOSIT	NON RESIDENT TRAVELLING RETAILER
03A	\$1040	TELEMARKETING
04A	\$80	HOME OCCUPATIONS
04B	\$160	HOME OCCUPATIONS – PROFESSIONAL*, INVESTMENT COUNSELLOR, REAL ESTATE OR INSURANCE AGENT
05A	\$260/DAY	CARNIVAL / CIRCUS
*06A	\$160	PROFESSIONAL* - ONE TO THREE PROFESSIONALS
*06B	\$260	PROFESSIONAL* - FOUR TO SEVEN PROFESSIONALS
*06C	\$520	PROFESSIONAL* - OVER SEVEN PROFESSIONALS
07A	\$260	MOBILE HOME PARK
08A	\$160	TOURIST ACCOMMODATION – HOSTELS
08B	\$260	TOURIST ACCOMMODATION – MOTELS (SEVEN OR MORE ROOMS/SUITES)
08C	\$160	TOURIST ACCOMMODATION – ONE TO SIX GUEST ROOMS/SUITES
14A	\$625	TOURIST ACCOMMODATION – SEVEN OR MORE GUEST ROOMS/SUITES and HOTELS
10A	\$160	FUNERAL HOMES / CREMATORIUMS / MAUSOLEUMS
11A	\$1040	CHARTERED BANK
11B	\$520	CREDIT UNION
12A	\$160	INVESTMENT FIRM - ONE TO FIVE SALES PEOPLE ENGAGED IN BUSINESS
12B	\$260	INVESTMENT FIRM - SIX OR MORE SALES PEOPLE ENGAGED IN BUSINESS
13A	\$420	LUMBER SALES
14B	\$420	LICENSED ESTABLISHMENT WITH NO ROOMS TO LET
14C	\$210	RETAIL WINE & BEER
15A	\$160	REAL ESTATE / INSURANCE AGENCIES - ONE TO FIVE SALES PEOPLE ENGAGED IN BUSINESS
15B	\$260	REAL ESTATE / INSURANCE AGENCIES - SIX OR MORE SALES PEOPLE ENGAGED IN BUSINESS
16A	\$135	RETAIL: 0-12,000 SQ. FT
16B	\$1040	RETAIL: OVER 12,001 SQ. FT.
16C	\$1040	RETAIL SALES - IN INTERIOR COMMON SPACE OF A MALL OR SHOPPING CENTER WITH COMMON SPACE OVER 10,000 SQ. FT.
CANNA	\$2500	RETAIL: RECREATIONAL CANNABIS
17A	\$135	ALL OTHER BUSINESS
18A	\$ 0	NOT-FOR PROFIT, SECOND BUSINESS
ICBL	\$100	INTER-COMMUNITY BUSINESS LICENCE
	\$15 – ADMIN. FEE	CHANGE OF BUSINESS LOCATION

➔ PAYMENT CAN BE MADE WITH CASH, DEBIT, CREDIT CARD OR CHEQUE

**\*DEFINITION OF PROFESSIONAL:**

- ACCOUNTANT-CHARTERED, CERTIFIED, GENERAL
- ACUPUNCTURIST
- ARCHITECT
- BARRISTER
- CHIROPODIST
- CHIROPRACTOR
- ANY OTHER PROFESSION GOVERNED BY AN ACT
- DENTIST
- ENGINEER
- LAND SURVEYOR
- MIDWIFERY
- NOTARY PUBLIC
- OSTEOPATH/MASSEUR
- OPTOMETRIST
- PHYSICIAN
- RADIOLOGIST
- VETERINARIAN

**EXPLANATION OF HOME OCCUPATION:**

“Home Occupation” means a commercial use carried out by an occupant of a dwelling unit for remuneration which is clearly accessory to the residential use of the dwelling. Please contact Development Services at 250-352-8260 if you require further clarification.

**HEALTH INSPECTION REQUIRED:**

Food preparation, barber/beauty shop or health related services require health department approval.