

Village of Port Alice Business License

Frequently Asked Questions

1. Who needs a business license?

Any business operating in or serving customers in Port Alice.

- Storefront business
- Home-based business
- Mobile business
- Non-resident business
- Guest Accommodation / Bed & Breakfast

2. What are the steps?

1. Fill in the Village of Port Alice Business License Application and submit to the Village Office
2. Attach copies of any relevant inspections, certifications or licenses
3. Pay the Business License Fee applicable to your business (see Schedule F)
4. Receive your business license within one week

3. What are the costs?

A business license costs \$50-\$400 annually, depending on the number of people employed or units rented, payable in January, or when you officially open your business.

Specific fees are listed in the Village of Port Alice **Rates and Fees Bylaw No. 594, Schedule F, Business License Fees.**

4. What benefits do I get for being a licensed business?

- Copy of your official Business License valid from January 1 – December 31st of that year
- Your business and contact information on the Village of Port Alice web site www.portalice.ca
- One FREE business card-size ad in the Rumble Sheet newsletter
- Your business and contact information published in the Port Alice Business Directory, published a minimum of twice annually
- Your business cards stocked at the Village Office and your business name given out to inquiring potential customers

5. What other licenses, permits, inspections or certifications do I need?

If your business provides food and beverage service or health services, you may require inspections by the Fire Chief, Building Inspector and Health Inspector. You may also require specific certifications or licenses for your type of business. (Hair salon, massage, restaurant)

Health Inspection **Island Health:** 7070 Market Street PO Box 46, Port Hardy, BC V0N2P0
PHONE: 250.902.6071 **FAX:** 250.902.6072 **EMAIL:** HPES.PortHardy@viha.ca
<http://www.viha.ca/mho/food/>

Liquor Licensing <http://www.pssg.gov.bc.ca/lclb/>

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Fire Inspection An appointment can be made through the Village Office for the Fire Chief to perform a fire inspection.

Annual Fire Inspections are also performed on all commercial properties by the Port Alice Fire Dept.

Building Inspection Application for Building Inspection can be obtained and submitted to the Village Office with the Applicable fees

6. Provincial and Federal Business Registration Information

You are responsible for obtaining any provincial and federal licensing, income tax and sales tax registration.

Canada Revenue Agency: <http://www.cra-arc.gc.ca/bsnsss/menu-eng.html>

GST Registration: <http://www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/menu-eng.html>

BC Business Registry: <http://www.bcbusinessregistry.ca/>

7. Attachments:

- Schedule F – Business License Fee
- Business License Application
- Business Listing / Directory Consent Form

8. Online Links to more details:

View the detailed **Business License Bylaw No. 496** online at:

<http://portalice.ca/wp-content/uploads/496-Business-License.pdf>