



5 STEPS TO A BUSINESS LICENCE

In 100 Mile House, a Business Licence is required for anyone conducting business within the District boundaries. This includes businesses that are located out-of-town, but operate in the District, mobile vendors and home-based businesses. Following these steps will make the process simple so your licence can be issued without delay.

1

KNOW YOUR ZONING

Before you sign a lease, purchase a building, or begin building renovations, the first step in the process is to be familiar with zones that support the types of uses associated with your business. The Zoning Bylaw regulates where various categories of commercial uses including home occupation can operate in the District. Refer to the Zoning Map or contact the District Office to speak with a Planner. A Business licence will only be issued where the zoning supports your business use(s).

2

UNDERSTAND THE REGULATIONS

The Zoning Bylaw lists the permitted uses and contains the specific regulations for the zones. The Business licence Bylaw describes the specific regulations regarding different types of businesses and fees. Both bylaws are available online at www.100milehouse.com. The "Business Licence Checklist" in this guide is another tool to help you work through the regulation.

3

SUBMIT YOUR APPLICATION

You are now ready to submit a Business licence Application. Once your application has been submitted, along with any required supporting documents, you will need to contact the Building Inspector and Fire Chief, if required. District office staff will let you know.

4

GET OTHER PERMITS

You may require additional permits depending on the scope of your project. If you are putting up signs, you will need to obtain a Sign Permit prior to doing so. If you are undertaking building modifications, you may require a Building Permit. Extensive exterior renovations may also require a Development Permit depending on the property location. The District can verify whether additional permits are required. You will pay for your licence once it is approved in accordance with fees in Schedule "D" of the Fees and Charges Bylaw. There is typically a 10 business day approval timeline, provided complete information is submitted.

5

OPEN FOR BUSINESS

Once you have your Business licence and required permits, you are permitted to operate. Be sure to display your business licence in a visible location at your place of business.

This checklist is designed to help guide you through the business licensing process. Intended for general information use only, please contact the District Office for additional information.

ALL BUSINESSES

All businesses must comply with the following:

- Business use(s) comply with the property's zoning (check with a Planner).
- Review fees in Schedule "D" of the Fees and Charges Bylaw.
- Submit a completed "Business Licence Application" along with any required supporting documents.
 - Property Owner section on application (*if applicable*)
 - Interior Health Operating Permit (*if applicable*)

SPECIFIC REGULATIONS

The following types of businesses must comply with the specific bylaw regulations listed below. Bylaw copies are available online at www.100milehouse.com.

- *Carnivals and Circuses* - Section 10.1 Business Licence Bylaw No. 1407
- *Transportation Services* - Section 10.2 Business Licence Bylaw No. 1407
- *Second-Hand Dealers and Pawnbrokers* - Section 10.4 Business Licence Bylaw No. 1407
- *Mobile/Street Vendor* - Section 10.12 Business Licence Bylaw No. 1407
- *Off-Premises Sales* - Section 10.20 Business Licence Bylaw No. 1407
- *Farmer's Market* - Section 10.27 Business Licence Bylaw No. 1407
- *Special Events* - Section 10.30 Business Licence Bylaw No. 1407

OTHER PERMITS

The following additional permits may be required:

- **Building Permit** if undertaking building modifications.
- **Sign Permit** if installing new signs or relocating signs to a new location.
- **Development Permit or Development Variance Permit**