



100 Mile House

**Business
Licence Guide**

1-385 Birch Ave, 100 Mile House, BC

Phone: 250-395-2434

Web : www.100milehouse.com

Email: info@100milehouse.com

Business Licence Guide

A District of 100 Mile House Business Licence is required to operate any business within the District boundaries. This information guide has been developed to assist business owners that are interested in applying for a Business Licence.

Please note that if a licensee operates a single business in multiple different premises or locations, each business is deemed a separate business for licensing purposes and must obtain a separate licence for each business. For example, a single business storefront and food truck require separate business licences.

The Application Process

The Business Licence application form can be found online at www.100milehouse.com/business-development/business-licensing or picked up in person at the District Office.

Once the necessary supporting documentation has been obtained, submit your completed application either in person or by sending to info@100milehouse.com (see page 3 for requirements).

District of 100 Mile House
1-385 Birch Ave, Po Box 340
100 Mile House, V0K 2E0

Hours of operation: 8:30 am to 4:30 pm, Monday to Friday

If you have any questions, please contact the office at 250-395-2434 or by email info@100milehouse.com.

Once the completed business licence package is received it can take up to 10 business days to process.

Licence Fees

Licence fees apply to the calendar year January 1st to December 31st. Licence fees are pro-rated to \$80 after July 31st for a new business licence, applicable only in the 1st year. If the licence is approved, licence fees are not refundable. Payment for business licence(s) along with the sign permit fees (if applicable) is/are due upon approval of applications.

For a complete list of fees please visit our website at www.100milehouse.com/business-development/business-licensing

Licence Renewals

Renewal notices for business licences are sent out in mid-December each year. The renewal fee for a business licence is \$80. Failure to pay for your business licence renewal by January 31st of the new year will result in expiration of your licence, requiring a new application and resulting in a fee of \$120.

Mobile Vendor Business licence renewals can be made at any time of the year. The annual fee is according to the current Fees and Charges Bylaw. This fee cannot be prorated, and late penalties do not apply. All business licences expire on Dec 31st each year.

Sign Permits

In 100 Mile House, a Sign Permit is required prior to any new signage installed, altered or relocated. Every business requires a Sign Permit.

New Applicants

Please submit a completed Business Licence application and attach the following supporting documents at time of submission:

Requirements	Description
Business Licence Application	Please provide a complete application form. Application forms are available online and in person.
Interior Health Authority (Public Health Protection Branch) (if applicable)	<p>It is the responsibility of the vendor to contact the Public Health Protection Branch. Approval must be obtained prior to the District's Business Licence approval. Please ensure that any confirmation and approval from the Public Health Protection Branch is forwarded to the District.</p> <p>For any questions, please contact the Williams Lake Health Protection Office at 250-302-5000 or by email at EHDirect@interiorhealth.ca</p>
Liability Insurance (if applicable)	<p>Mobile Vendors: <i>(please review the Mobile Vendor Licence Guide for full details)</i></p> <p>Provide a copy of your liability insurance with the following minimum requirements:</p> <ul style="list-style-type: none"> • Inclusive limit of \$5,000,000 for Public Liability and Property Damage; • Cross Liability Clause; and • District of 100 Mile House named as additional insured under the policy. • If the vendor intends on operating at the South Cariboo Recreation Centre, it is advised to also include the Cariboo Regional District as an additional Insured. <p><i>(Liability insurance is not required by the District if operating only on private property)</i></p>
Fire Department Inspection	Please contact 100 Mile Fire-Rescue to schedule your inspection. Phone# 250-395-2152
Sign Permit	In 100 Mile House, a Sign Permit is required prior to any new signage installed, altered or relocated. Every storefront business requires a Sign Permit.
Building Inspector	Any business doing renovations or alterations to a storefront must contact the building department to see if they require a building permit prior to the start of the renovations, alterations, or construction. To reach the District Building Department please call 250-395-2434