

*The City of Parksville is located on the traditional territory of the Coast Salish Nations, home to the Snaw-Naw-As First Nation and the Qualicum First Nation.*

## **Administration Department**

250 954-4650

[biz@parksville.ca](mailto:biz@parksville.ca)

[bylaw@parksville.ca](mailto:bylaw@parksville.ca)

100 Jensen Avenue East  
(PO Box 1390)  
Parksville, BC V9P 2H3



[parksville.ca](http://parksville.ca)

The City's bylaw compliance department provides the citizens of Parksville with a variety of services related to regulatory issues. Bylaw officers work primarily on a complaint-driven basis, in accordance with Council Policy No. 3.33. The bylaw compliance department attempts, where possible, to gain compliance with the municipal bylaws before resorting to enforcement actions such as issuing tickets or seeking stronger legal solutions.

December 2024



## **BUSINESS LICENCES**

Business Licence  
Bylaw No. 1550

# ACQUIRING A BUSINESS LICENCE

If you are conducting business within the City of Parkville, a valid business licence is required. This also applies to trades, sales and services coming into the community to work. All businesses within the City limits, including home-based businesses, require a business licence issued by the City. Every person following, practicing, carrying on, maintaining, or owning a business within the City, is required to hold a valid City business licence.

## All applications must include:

- Type of application
- Business information (name, phone, email, address)
- Description of business
- Business premises information (specifying the business floor area, seating capacity, number of employees; including other information concerning the business which the inspector may require)
- Signature of applicant

# APPROVALS REQUIRED

Depending on the type of business that you intend to operate, review and/or approval pertaining to zoning, building code, fire code, police, health, or provincial requirements may be necessary before your business licence can be issued. The zoning and/or building bylaw requirements can differ depending on the intended use of the building or property. Sometimes, the use of space cannot be changed without completing a building permit.



## How do I obtain a business licence?

Business licence application forms are available from the administration department at 100 Jensen Avenue East or online at [parkville.ca](http://parkville.ca).

## How long are they valid for?

Business licences are issued for the current calendar year and shall expire on December 31. For any person who becomes liable to be licenced after the June 30, the fee shall be reduced by one half the annual licence fee.

## What do I need to apply?

Your business address and any provincial or federal certificates and/or licences required for the operation.

## What is the process for obtaining a business licence?

Once your application is submitted, it is forwarded for approvals, which may include; zoning, building inspection, and fire department.

**You can not operate your business until your application is approved.**

## How long does it take to get a business licence?

Licences are generally approved within three to five business days, but may take longer depending on approvals required and current workload.

## Can I keep my existing business licence if I relocate my business or change its name?

Yes. Just apply for an address change/name change. Remember to check zoning prior to relocating your business.

## Do I need a second licence for a second business location?

Yes. You require a business licence for each location of your business.

## If I stop operating my business, should I notify anyone?

Yes. You need to contact the bylaw services department either in person, writing, or by phone (250 954-4650) to advise that you are no longer operating. This will ensure you do not continue to receive annual renewal invoices.

## Do I require a sign permit?

If you are contemplating placing a sign on your house/building, a sign permit may be required. For informaion on sign permits call 250 954-4697; [planning@parkville.ca](mailto:planning@parkville.ca)



# WHAT IS AN INTER-COMMUNITY BUSINESS LICENCE?

A business that performs a service in more than one community by moving from client to client rather than having a client come to a fixed place of business. Such a business may or may not have a storefront or physical location in a community. This includes but is not limited to trades, plumbers, electricians, cleaning services, landscaping, or other similar businesses.