NEW WESTMINSTER

BUSINESS LICENCE APPLICATION
RESIDENT BUSINESS - COMMERCIAL PREMISES

LICENCE HOLDER INFORMATION		
Licence Holder (please enter name):		
☐ Sole Proprietor ☐ Partnership ☐ Limited or Corporation	**Additional Information Required (Attach to Application)** If your business is a Partnership, Limited or Corporation, please submit the applicable documents: a) Certificate of Incorporation b) Notice of Articles c) Partnership Agreement	
Trade or Operating Name:		
Business Address:	City:	Postal Code:
Mailing Address (if different from above):		
Business Telephone:	Cell Phone:	
Email Address:		
Number of Employees (include yourself):	Proposed Start Date:	
Full Description of Business Activity (if required, please provide attachment):		

Are Any Renovations Planned?	Yes ☐ No ☐	If yes, please provide details:
Have you ever held a business license in the City of New Westminster?	Yes ☐ No ☐	If yes, what location?
Are you sharing space with another business at this location?	Yes ☐ No ☐	If yes, who?
Does your business require professional certification?	Yes ☐ No ☐	If yes, please attach certification
I confirm that I have the consent of all property owners on this application.	Yes ☐	

LICENSEE INFORMATION (PERSONAL INFORMATION)		
Licensee's Name (in full):		
Address:	City:	Postal Code:
Email:	Home Tel:	Cell Phone:

ADDITIONAL CONTACT INFORMATION (IF APPLICABLE)		
Name (in full)		
Address:	City:	Postal Code:
Email:	Home Tel:	Cell Phone:

OFFICE USE ONLY:	
Account No:	Business License No:
NAICS Code:	Business License Fee: $
Type of Business:	Information Confirmed By:

I hereby make application for a business license in accordance with all the information as above stated and declare that this is a true and correct statement and further agree to comply with all the relevant bylaws of the CORPORATION OF THE CITY OF NEW WESTMINSTER. *Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, Sec. 26 (c) and will be used only for the purpose indicated. Business information will be shared with the public via the City's open data and upon request. If you have any questions regarding this information contact Legislative Services 604-527-4523.*

Submitted By: Name _____ Signature: _____ Date: _____

Corporation of the City of New Westminster
511 Royal Avenue, New Westminster, BC V3L 1H9
✉ businesslicences@newwestcity.ca
✆ 604-527-4565

BUSINESS LICENCING DIVISION
511 Royal Ave. New Westminster V3L 1H9
businesslicences@newwestcity.ca

Business Licence Application – Floor Plan Submission

A rough sketched floor plan of the unit may be requested for certain types of businesses at the time of the Business Licence application.

Business types which will require a floor plan at application include:

- Food service establishments (*Restaurants, Cafes, Grocery Stores, etc*.)
- Personal services establishments (*Barbers, Spas, Tattoo Parlors, Mani-Pedi Salons, etc*.)
- Child & day care facilities
- Bed and breakfast
- Unit change of uses
- And others as required by Business Licence Staff

In addition to allowing Staff to provide comments back to the applicant at an earlier stage in the application process, the floor plan of the unit will assist Business Licence, Building Division, and Fire Department Staff to confirm the space meets Building, Plumbing, and Fire Code requirements.

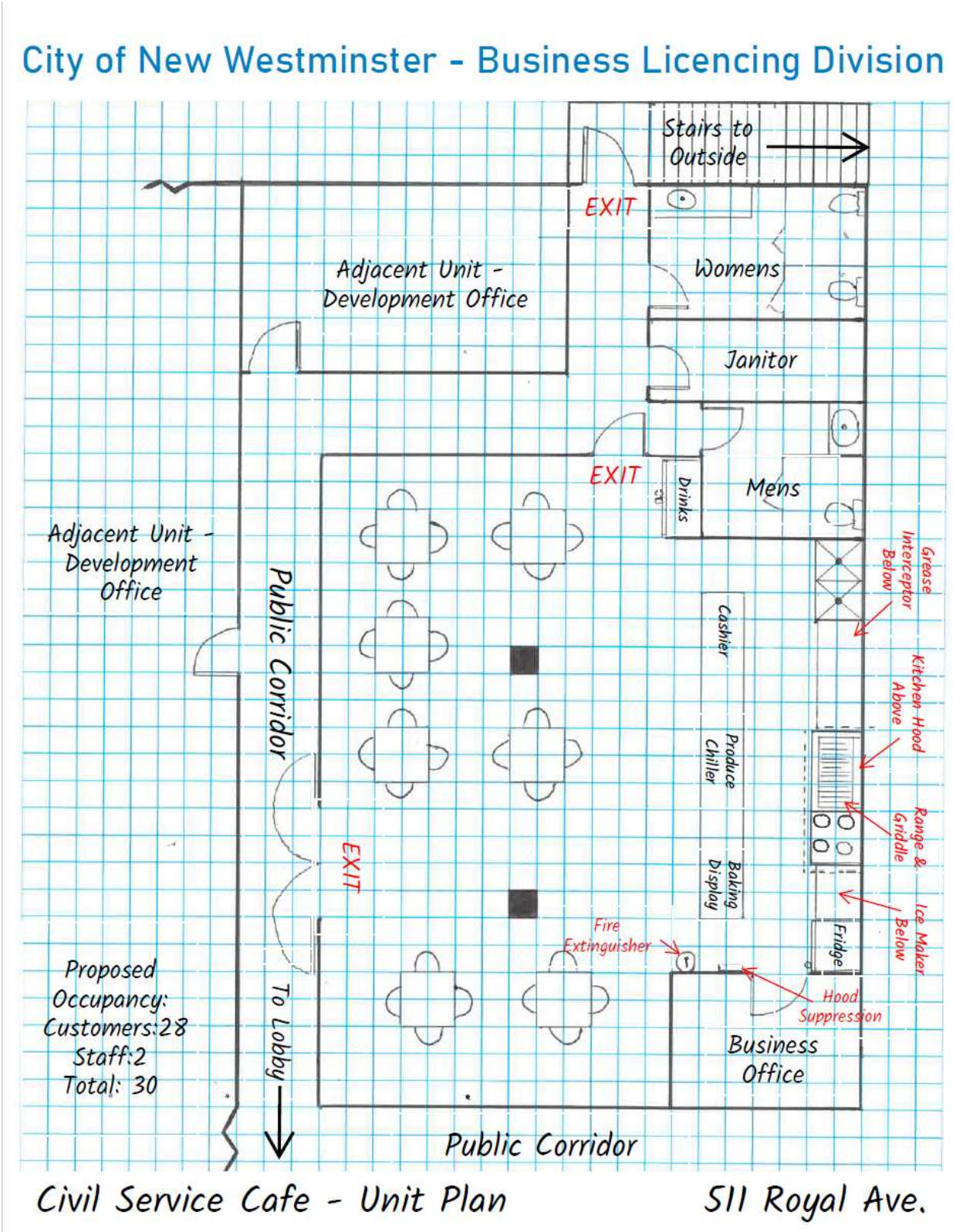
Information that is required (*where applicable*) on the floor plan includes:

- Floor plan of subject unit (*walls, doors & windows, counters & cabinetry, etc*.)
- Address, name, and type of proposed business
- Proposed occupant load of unit (*number of staff and customers*)
- Adjacent units, including the type of uses
- Plumbing fixtures (*sinks, toilets/urinals, hair washes, grease interceptors, ice makers, etc*.)
- Large kitchen appliances (*ranges, ovens, grills/griddles, coolers, fridges/freezers, etc.*)
- Kitchen exhaust systems
- Seating (*restaurant seating, patio seating, stylist chairs, spa stations, waiting rooms, etc.*)
- Exit signs & paths of exiting
- Fire extinguishers & kitchen suppression pulls

The submitted floor plan can be hand sketched, or if a building permit has been obtained, those permit drawings can be used. Existing or achieved building plans may also be used and edited. A "Document Request" for archived building permit plans can be submitted to the Building Division (buildingdept@newwestcity.ca) to obtain any drawings the City may have on record. Drawings submitted to Fraser Health may also be provided.

An example of a sketch is included in this handout as a resource, as well as blank graph paper. Should you have further questions, please contact the Business Licence Division at businesslicences@newwestcity.ca .

EXAMPLE UNIT PLAN



Business Name : _____

Business Address : _____