



Paying Your Business Licence Renewal Fee Online

You can save time by paying your business licence renewal fees online. You will need your renewal notice, which has both your account number and your access code.

Here's how!

1. Visit www.newwestcity.ca
2. Click on the gold "I want to" box in the centre of the middle of the page. It is in the same place whether you are on mobile or desktop.
3. From the list that opens, under the "Pay" section, select "Business Licence Renewal".
4. The City's e-Government Services will open, and you can select "Renew Business Licence".
5. You will need your renewal notice for this next step. It has your account number and access code in the top right corner. Select "Account Number and Access Code" and follow the remaining steps to enter the information and pay online.
6. Your renewed licence will be mailed to you within 5-7 business days.

For More Information

You can contact our Business Licensing staff if you need any help. You can reach them at 604-527-4565 or businesslicences@newwestcity.ca.

