

5 STEPS TO A BUSINESS LICENSE

In Smithers, a Business License is required for anyone conducting business within the Town boundaries. This includes businesses that are located out-of-town, but operate in Town, seasonal businesses and home-based businesses. Following these steps will make the process simple so your license 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. Zoning regulates where in Town retail, office, hotels, restaurant, home-based businesses, etc. can operate. Contact the Planner at the Town Office to verify your zoning or visit www.smithers.ca. Note that a Business License will only be issued where the zoning supports your business use(s).

2 Understand the Regulations.

At this stage you should familiarize yourself with the two bylaws that regulate business. First, the Zoning Bylaw, in addition to permitted uses, contains specific regulations regarding required parking (Section 2.9) and home-based businesses (Section 2.1). Second, the Business License Bylaw provides specific regulations regarding different types of businesses and fees. Both bylaws are available online at www.smithers.ca. The “Business License Checklist” and “Development Process” flowchart attached to this guide are tools to help you work through the regulations.

3 Submit an Application.

You are now ready to submit a Business License Application. Once your application has been submitted, along with any required supporting documents, you will be contacted to arrange for a license inspection, if required. Depending on your business use, the Licensing Officer will determine if your place of business requires an accessible washroom, an emergency access, off-street parking or other upgrades. You will pay for your license once it is approved in accordance with fees in Schedule “A” of the Business License Bylaw. There is typically a 1-2 week approval timeline, provided complete information is submitted.

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 interior building modifications you may require a Building Permit. Extensive exterior renovations may also require a Development Permit. The Development Services Department can verify what additional permits will be required.

5 Open for Business.

Once you have your Business License and required permits, it’s time to open for business! Be sure to display your business license in a visible location at your place of business.



CONTACT US!
(250) 847-1600
www.smithers.ca

Business License CHECKLIST



This checklist is designed to help you work through the business license regulations. As it is intended for general information use only, please contact the Development Services Department at (250) 847-1600 if you have any questions or visit www.smithers.ca for additional information.

ALL BUSINESSES

All businesses must comply with the following:

- Business use(s) comply with the property's zoning (see Zoning Bylaw or Planner).
- Parking is provided in accordance with the Zoning Bylaw if:
 - Your business use requires more parking spaces than what was required for the previous use.
 - Your project is a new building or you have an approved Development Permit.
 - The previous use of the space you will be occupying has been vacant for 6 months or more.
- Review fees in Schedule "A" of the Business License Bylaw.
- Submit a completed "Business License Application" along with any required supporting documents.

SPECIFIC REGULATIONS

The following types of businesses must review & comply with the following bylaw regulations. Bylaw copies are available online at www.smithers.ca.

- Home-based business* - Section 2.1 of Zoning Bylaw No. 1403.
- Itinerant Show or Entertainment* - Section 6.1 of Business License Bylaw No. 1763.
- Mobile Vendor or Mobile Restaurant* - Section 6.2 of Business License Bylaw No. 1763.
- Restaurant* - Section 6.3 of Business License Bylaw No. 1763.
- Theatre* - Section 6.4 of Business License Bylaw No. 1763.
- Liquor Outlet* - Section 6.5 of Business License Bylaw No. 1763.
- Service Station* - Section 6.6 of Business License Bylaw No. 1763.
- Escort Agency* - Section 6.7 of Business License Bylaw No. 1763.
- Escort Service* - Section 6.8 of Business License Bylaw No. 1763.
- Pawnbroker, Secondhand Dealer & Junk Dealer* - Section 6.9 of Business License Bylaw No. 1763.
- Sidewalk Vendors* - Sidewalk Vendor Bylaw No. 1070.
- Retail Businesses*, excluding restaurants, licensed liquor establishments, fuel sales or video stores - Business Hours Regulation Bylaw No. 1391 (limits hours to between 6 am and midnight, excluding statutory holidays).
- Selling Fireworks* - "Bylaw No. 1609 - Fireworks" prohibits the selling of fireworks or firecrackers.

OTHER PERMITS

The following additional permits may be required:

- Building Permit** if undertaking building modifications.
- Sign Permit** if putting up new signs or relocating signs to a new location.
- Form & Character Development Permit** - If property is in a development permit area and exterior changes exceed \$75,000 in total construction value.