

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. The [Zoning Bylaw](#) regulates where various categories of commercial uses including home occupation can operate in Town. Refer to the [Zoning Map](#) or contact the Development Services department to speak with a Planner. A Business License will only be issued where the zoning supports your business use(s).

2 Understand the Regulations.

The [Zoning Bylaw](#) lists the permitted uses and contains specific regulations regarding parking (Section 2.10) incumbent upon the Applicant to provide. Home-based businesses (Section 2.1) must be on a residential parcel located in a residential zone. Second, the [Business License Bylaw](#) describes the specific regulations regarding different types of businesses and fees. Both bylaws are available online at www.smithers.ca. The “Business License Checklist” in this guide is another tool to help you work through the regulation

3 Submit Your 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 Inspector will determine if your place of business requires accessible washroom, emergency access, off-street parking or other upgrades.

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 building modifications, you may require a Building Permit. Extensive exterior renovations may also require a Development Permit depending on the property location. The Development Services Department can verify whether additional permits are required. You will pay for your license once it is approved in accordance with fees in Schedule "J" of the [Fees and Charges Bylaw](#). There is typically a 1-2 week approval timeline, provided complete information is submitted.

5 Open for Business.

Once you have your Business License and required permits, you are permitted to operate. 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 C H E C K L I S T



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 to speak with a Planner 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 ask a Planner).
Parking is provided in accordance with the current 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 "J" of the [Fees and Charges Bylaw](#).
- Submit a completed "Business License Application" along with any required supporting documents.

SPECIFIC REGULATIONS

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

- Home-based business* - Section 2.1 of Zoning Bylaw No. 1987.
- Itinerant Show or Entertainment* - Section 6.1 of Business License Bylaw No. 1850.
- Mobile Vendor or Mobile Restaurant* -Mobile Vending Bylaw 1964.
- Restaurant* - Section 6.3 of Business License Bylaw No. 1850.
- Theatre* - Section 6.4 of Business License Bylaw No. 1850.
- Liquor Outlet* - Section 6.5 of Business License Bylaw No. 1850.
- Service Station* - Section 6.6 of Business License Bylaw No. 1850.
- Escort Agency* - Section 6.7 of Business License Bylaw No. 1850.
- Escort Service* - Section 6.8 of Business License Bylaw No. 1850.
- Pawnbroker, Secondhand Dealer & Junk Dealer* - Section 6.9 of Business License Bylaw No. 1850.
- Short Term Rental /Bed & Breakfast Business License Bylaw No. 1850, and Section 2.2 and 2.3 of Zoning Bylaw No. 1987*
 - 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 installing new signs or relocating signs to a new location.
- Form & Character Development Permit (DP)** If property is in a Development Permit Area and doesn't qualify for DP exemption.