



CITY OF
PRINCE GEORGE

Bylaw Services

Phone: 561-7622
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Or
Service Centre
Phone: 561-7600

This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws and/or applicable codes is found, such bylaws and/or codes shall be the legal authority.

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CIRCULAR

BYLAW SERVICES

Obtaining a Business License

- An application for a Business License takes approximately 7 to 10 business days to be reviewed and processed once all approvals have been obtained. If fire and/or health approvals are necessary, this may take longer.
- Payment for a Business License application is required at the time the application is submitted. Payment may be made by cash, cheque, Visa, MasterCard or Interac.
- Application approval is based on the location you intend to operate from, the zoning for that location and any applicable building, fire, and health regulations.
- A business that is transferring their location is required to complete a new application to provide updated information. A fee of \$20.00 is charged and a new license will be issued once the application is approved.
- In the event that a business decides to no longer operate, a letter in writing, stating when the business closed, the date and licensees' signature is required before we close the business account.
- If a company is registered as a Limited or Incorporated Company, we require the registration number provided by the province.
- If you have any questions regarding business license information, contact the Bylaw Services directly at:
(250) 561-7756 or (250) 561-7622.