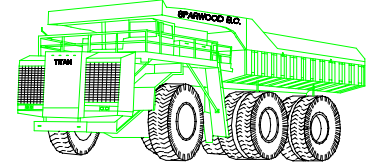




# DISTRICT OF SPARWOOD

P.O. Box 520, 136 Spruce Ave.  
Sparwood, B.C., V0B 2G0  
PHONE (250) 425-6271 FAX (250) 425-7277  
E-mail [sparwood@sparwood.bc.ca](mailto:sparwood@sparwood.bc.ca)



HOME OF THE WORLD'S LARGEST TRUCK

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## SPARWOOD BUSINESS LICENCE REGISTRATION FORMS

Thank you for initiating the process for obtaining a Business Licence with the District of Sparwood. When you submit an application form, our staff will contact you to make arrangements for the completion of your application, if required, and/or payment of the applicable licence fee. If you have not received a reply within two weeks (usually sooner), please contact the District of Sparwood at the email/address/phone/fax shown below.

The procedure and time for processing a business licence depends upon the type of business that is intended to be operated.

The term of most business licences follows the calendar year. New licenses issued after July 1<sup>st</sup> are subject to a 50% discount. *(This does not apply to all classes.)*

It is the responsibility of the holder of a Business Licence to ensure that the business on the premises for which the licence has been issued conforms to the zoning bylaw of the District of Sparwood and all other applicable bylaws, as well as Provincial and Federal Acts, Regulations or Codes.

If the property on which the business operates is rented or leased, the application for a Business Licence must be approved by the property owner(s).

The District of Sparwood invites you to contact the Bylaw Officer should you have any questions. When contacting the District of Sparwood, please advise our reception desk that you are inquiring about an Online Business License Application.

Sparwood office hours are 8:30 am to 4:00 pm Mountain Standard Time (closing time is 3:00 Pacific Standard Time).

<p><b>Bylaw Officer</b> District of Sparwood, <b>P.O. Box 520, 136 Spruce Avenue,</b> <b>Sparwood, B.C., Canada, V0B 2G0</b> Phone: (250) 425-6271, Fax: (250) 425-7277 E-mail: <a href="mailto:bleo@sparwood.bc.ca">bleo@sparwood.bc.ca</a> WebSite: <a href="http://www.sparwood.bc.ca">www.sparwood.bc.ca</a></p>	<p>"The personal information requested on the attached form is collected for the sole purpose of obtaining a Business Licence with the District of Sparwood. Any questions you have on how the Freedom of Information and Protection of Privacy Act applies to the personal information collected on this form should be directed to: Freedom of Information Coordinator, 136 Spruce Avenue, Box 520 Sparwood, B.C. V0B 2G0 (telephone 250-425-6271) (fax 250-425-7277)."</p>
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Find additional information about Sparwood on the World Wide Web at: [www.sparwood.bc.ca](http://www.sparwood.bc.ca)

# DISTRICT OF SPARWOOD

# Business Licence Application

PO Box 520, 136 Spruce Ave., Sparwood BC Canada V0B 2G0

Telephone: (250) 425-6271 Fax: (250) 425-7277

Email: [bleo@sparwood.bc.ca](mailto:bleo@sparwood.bc.ca)

Filing Date

This is an application for a (check all that apply):

New Business

Change of Ownership

Change of Address

Change of Name

Business Name

Ownership Type

Nature of Business

Number of Local Employees (include owners)

Owner(s)/Licencee(s)

Business Location

Mailing Address, if different from business location

Business Telephone Number

Business Fax Number

Business Email Address

Local Contact/Telephone No.

Emergency Telephone Number

Business Start Date

Type of Business (check all that apply and indicate total floor area for each use, indicating ft<sup>2</sup> or m<sup>2</sup>):

Home-based ( \_\_\_\_\_ )

Industrial( \_\_\_\_\_ )

Non-resident

Commercial ( \_\_\_\_\_ )

Other ( \_\_\_\_\_ )

CCRA Business Number

Trade Qualification Number

Are you renovating or altering the premises?

Yes

No

## **Important Notice**

**By submitting this Business Licence Application, the above-named applicant hereby declares that all the above information is correct and that they will comply with the bylaws and regulations of the**

**DISTRICT OF SPARWOOD**

### **This Section for Office Use Only**

Department	Approval	Date	Comments	Other
Planning				
Fire				
Insp Services				
Health				
				Fee
Licence Number				