

Business Licence Application: Information Guide

This document is intended to help applicants understand the information fields that are required for Village of Harrison Hot Springs Business Licence Application. The required information can be broken down into four categories: Applicant information, Business Details Site Details and Required Documents & Information.

Applicant Information

Information in this section is intended to identify the applicant and the owner of the business.

Applicant is the Business Owner

This box should be checked if the applicant is also the business owner. If the applicant is not the business owner, fill out the owner contact information boxes. A letter of authorization from the business owner will be required as part of the business licence application.

Business Details

Information in this section is intended to gather details about the business.

Proprietorship, Partnership, Registered Company, Registered Society

Please check the box that best describes the business. For registered societies and non-profit organizations, a non-profit business number or other identifying documentation is required to waive licencing fees.

Home Occupation

Home occupations are only allowed in some zones within the Village as per the [Village's Zoning Bylaw](#). The approver will review the zoning regulations for the zone the business is in once the application is received.

Property Owner

If you are not the owner of the property the business will be operating in, a letter of permission is required from the property owner stating that you can operate your business on the property.

Site Details

Information in this section is filled out if it is applicable to your application.

Construction/Renovation

Check this box if your business is either currently or planning to renovate or begin construction where the business will be operating.

Will you have a sign?

If you are putting up a **new** sign for your business, a sign application will have to be filled out separately. Please see the [Village's Sign Bylaw](#) for more information.

Total Floor Area

If you are opening a business that has a physical space customers will enter, Total Floor Area is required. The approver may ask for this information before the licence application is approved.

Total Vehicle Stalls on site

If customers will be physically attending your business, please fill in how many parking stalls are on site for the business. The approver may ask for this information before the licence application is approved.

of Rental Units

If you are operating a business that provides short-term accommodation, please fill out the number of rental units the business has.

Required Documents

This section is meant to track documents that are required as part of your application. These documents are determined by the approver based on the business type. Some business types may not require any of these documents.

Fraser Health Permit

This is a permit from Fraser Health stating the physical location of the business is in compliance with Fraser Health's rules and regulations. This is generally a letter from a Fraser Health Inspector or an existing permit with a non-expired date sticker. Examples of business requiring a health permit be included with their application include restaurants, cafes, food service, spas and estheticians. The Approver may request this as part of your application.

Liquor Licence

A copy of your liquor licence is required if your business will serve liquor. If you have an existing liquor licence, please attach it as part of your application. If you are in the process of applying for a liquor licence, it will be required to be submitted before the business licence application is approved.

Floor Plan

A floor plan is required at the approver's discretion. If your business is serving food, a floor plan is required as part of your application.

Helpful Links

[Business Licence Bylaw No. 1128](#)

[Inter-Municipal Business Licence Bylaw No. 1144](#)

[Zoning Bylaw No. 1115](#)

[Sign Bylaw No. 1126](#)