

# Contractor/Subtrade Business Licence Application Form

Account #: \_\_\_\_\_

<input type="checkbox"/> NEW APPLICATION	<input type="checkbox"/> CHANGE OF LOCATION	<input type="checkbox"/> COMMERCIAL/INDUSTRIAL	<input type="checkbox"/> HOME-BASED
<input type="checkbox"/> CHANGE OF BUSINESS NAME	<input type="checkbox"/> CHANGE OF OWNER	<input type="checkbox"/> NON RESIDENT	<input type="checkbox"/> INTER-MUNICIPAL LICENCE

## **SECTION A - BUSINESS INFORMATION:**

**Business Location:** \_\_\_\_\_  
(Civic Address)                      Unit.                      Address                      City                      Prov.                      Postal Code

**Business Owner Name:** \_\_\_\_\_  
(Licencee Name)

**Mailing Address:** \_\_\_\_\_  
(If different than above)                      Unit.                      Address                      City                      Prov.                      Postal Code

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**Business Operating Name:** \_\_\_\_\_  
(Trade Name)

**Mailing Address:** \_\_\_\_\_  
(If different than above)                      Unit                      Address                      City                      Prov.                      Postal Code

Website: \_\_\_\_\_

## **BUSINESS DETAILS:** (Licence Description)

Describe Business Activities: (please be specific) – **Proposed Commencement Date:** \_\_\_\_\_

\_\_\_\_\_

Number of employees: (including business owners)	Full time: _____	Part time: _____
Applicable Trade Accreditation / Licence Number:		
Electrical LEL# _____	Gas LGA# _____	Security B _____
Plumbing TQ# _____	Issue Date: _____	TQ Holder Name: _____

## **APPLICANT STATEMENT:**

I/we the undersigned hereby make application for a Business Licence in accordance with the information as stated and declare that the statements are true and correct. I/we further undertake, if granted the licence applied for, to comply with each and every obligation contain in the bylaws now in force or which may hereafter come into force in every Municipality in which I/we operate. I/We further understand that all business licenses expire December 31 of each year and must be renewed each year. Every Business Licence is subject to review at any time and may be suspended or revoked for cause.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*\* Please email your inquiries and/or application submissions to [licensing@pittmeadows.ca](mailto:licensing@pittmeadows.ca)

"This collection of personal information is authorized under sections 26 (b) and (c) of the *Freedom of Information and Protection of Privacy Act* (FIPPA). Business Licenses are public records that are available for inspection upon request. The City may also use business license information, including those of home-based businesses, for publication on the City's website. Questions can be directed to the Privacy Officer, 604.465.5454, [clerks@pittmeadows.ca](mailto:clerks@pittmeadows.ca)."

**\* A \$50.00 administration fee is required at time of application. (this fee will become part of the licence fee)**