



BUSINESS LICENCE QUICK GUIDE

WHERE RIVERS MEET AND FRIENDS GATHER

A Business Licence is required for anyone conducting business within the Village of Telkwa. This includes businesses that are located out of town, but operate within the Village, seasonal, mobile and home-based businesses.

Following these steps will make the process simple to ensure your licence can be issued without unnecessary delay.

1 Know your Zone

Zoning regulates where businesses (retail, office, hotels, restaurant, home-based, etc.) can operate. 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. Contact the Village office to verify your zoning, or access zoning regulations online at www.telkwa.ca. Note that a Business Licence will only be issued where the zoning supports your business use(s).

2 Check the Regulations

The Zoning Bylaw, in addition to permitted uses, contains specific regulations regarding required parking, homebased businesses, and bed and breakfasts. The Business Licence Bylaw provides regulations regarding different types of businesses. The Fees and Charges Bylaw provides business licence pricing. All bylaws are available online at www.telkwa.ca.

3 Submit an Application

Once your application has been submitted, along with any required supporting documents, a representative from the Village office will contact you to arrange for a licence inspection, if required. Depending on your business use, the Licencing Officer will determine if your place of business requires an accessible washroom, emergency access, off-street parking or other upgrades. Licence fees are due once the Business Licence has been approved. There may be a 1-2 week approval timeline, provided complete information is submitted.

4 Get other Permits

You may require additional permits (i.e. Northern Health, Liquor and Cannabis Licensing & Control Board, Insurance etc.) depending on your business. If you are undertaking interior building modifications, you may require a Building Permit. Extensive exterior renovations will require a Building Permit. Please contact the Village office if you have any questions.

5 Open for Business

Once you have your Business Licence and required permits, it's time to open for business! Be sure to display your business licence in a visible location at your place of business. All businesses with a valid Business Licence will be listed on the Village's Business Directory, which is available online at www.telkwa.ca.

Village of Telkwa
1415 Hankin Ave.
PO Box 220
Telkwa, BC, V0J 2X0
Ph: 250-846-5212



Municipal Office Hours:
Monday to Friday
8:30 a.m. to 4:30 p.m.
Closed 12:30 to 1:30 p.m.
Closed Stat Holidays