

Department:	<b>BYLAW</b>	Reference #	3.06
<b>Policy title:</b> Business Bylaw: Business Licencing Enforcement Policy			
<b>Authority:</b>	Legislative (Council)	<input checked="" type="checkbox"/>	<b>Effective date:</b> September 28, 1999
	Administrative	<input type="checkbox"/>	<b>Date for review:</b> September 28, 2001
<b>Issued by:</b>	G. Beaumont	<b>Issue date:</b>	September 28, 1999

**Policy Statement:**     **Enforcement of Business Licence Requirement in Port Coquitlam**

The Bylaw Services Division will enforce, proactively and upon public complaint, the *Business Bylaw* with respect to licencing of business owners who are conducting their business or trade in the City of Port Coquitlam.

**Policy Procedure:**

The Bylaw Enforcement Officer shall conduct regular inspections of commercial and industrial areas in order to detect new businesses that may not be licenced in accordance with the bylaw. The \$50 penalty will be applied to all resident businesses after February 1 of each calendar year. In addition the Bylaw Enforcement Officer will contact all business that do not renew their business licences by the first day of February in the calendar year following the expiration of the business licence.

The Bylaw Enforcement Officer will conduct inspections, upon complaint or with notification from other departments, regarding new and unlicenced businesses.

Provided the business is in the correct zone, the business shall be permitted to operate provided a complete business licence application has been submitted and the applicable fee has been paid.

If the owner or occupant of the premises unreasonably obstructs entry onto the site or premises for the purposes of an inspection in accordance with the bylaw, the Bylaw Enforcement Officer may issue a fine to the owner or occupant by *Municipal Ticket Information*.

A Bylaw Enforcement Officer shall issue a Business Licence Application, by fax, mail or personal delivery, to an unlicenced business, and the business owner shall complete the application and return it, with proper remittance, to the Bylaw Services Division within fourteen (14) days of issuance.

If the application or remittance is not received within this time period, the Bylaw Enforcement Officer may issue a fine to the business owner by *Municipal Ticket Information*. Where applicable, the registered owner of the property shall be notified by mail that an unlicenced business is operating on their property.

If enforcement by *Municipal Ticket Information* is not successful in achieving compliance, the City may initiate injunctive action against the business owner.

### **Approval of Business Licence Applications**

The Bylaw Services Coordinator will forward Commercial, Industrial and Accessory Home Business, Business Licence Applications to the Planning Assistant for zoning and parking approval.

The Planning Assistant will review the Zoning and Development Management Bylaws and approve the licence if it meets all applicable regulations. If it does not, the Planning Assistant will forward the application back to the Bylaw Services Coordinator along with a memorandum detailing why it was not approved. At this point, the Bylaw Services Coordinator informs the applicant who either withdraws their application or fixes the problem. Once the application has been approved, Accessory Home Business applications are forwarded to the Bylaw Services Coordinator for issuance while Commercial and Industrial applications are submitted to the Chief Building Inspector and Fire Prevention Officer for Building and Fire approval.

The Chief Building Inspector and the Fire Prevention Officer conduct a site visit and determine whether the application can be approved in accordance with the Building Bylaw and the Provincial Building Code (life safety primarily), the Fire Prevention Bylaw and the Fire Code. If the application is approved, the Chief Building Inspector and the Fire Prevention Officer sign it and return it to the Bylaw Services Coordinator. If the application is not approved, the Chief Building Inspector and the Fire Prevention Officer advise the owner of the deficiencies, in writing, and a return inspection is scheduled within 7 to 28 days. The Chief Building Inspector and the Fire Prevention Officer conduct the second inspection and approve the application if all of the deficiencies have been corrected. If the application can not be approved after this second inspection, the Chief Building Inspector and the Fire Prevention Officer advise the applicant of the deficiencies and schedule a re-inspection within 7 to 28 days. The Chief Building Inspector and the Fire Prevention Officer conduct the third inspection. And if unable to approve the licence begin enforcement proceedings in conjunction with the Bylaw Enforcement Officer including ticketing, fines, or court injunction, including ticketing, fines, notice on title, or court injunction.

The Bylaw Services Coordinator reviews the file to determine whether the application requires external approvals. Any external approvals are sought and the application is then forwarded to the Manager of Bylaw and Legislative Services for a final review and issuance of the Business Licence.