



BUSINESS LICENCES



CITY OF MERRITT BUSINESS LICENCE BYLAW NO. 2268, 2019

Every business conducting activity within the boundaries of the City of Merritt requires a valid business licence.

A “business” is defined as “carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purposes of gain or profit.” This includes transient operators like couriers and food trucks, as well as home-based businesses. (More information on requirements for these businesses are on pages 6 to 8). The Business Licence Bylaw excludes occasional business activity, such as bake sales or yard sales (less than four per year).

Renewals of business licences are valid from January 1 to December 31 of each year. Registered businesses will receive an annual invoice. Short-term business licences are also available and are not typically renewed.

A Business Licence Application Form is available online at merritt.ca/business-licence and on page 9 and 10 of this document. Both New Businesses and Existing Businesses may use this form. Existing businesses can use this form to update information, such as new contact information, addition of a website address, or a change of location. This form is not required for simple renewals.

[VIEW MERRITT.CA/BYLAWS](http://VIEW.MERRITT.CA/BYLAWS)

WELCOME TO THE CITY OF MERRITT

The City of Merritt is a great place to do business.

Top reasons for doing business in Merritt include a **central location** at the transportation hub between BC's Lower Mainland and the Okanagan region; **affordable land** and redevelopment opportunities; and a **superb quality of life**, attracting skilled labour who want to enjoy a sunny climate, bountiful recreational opportunities, and a friendly family-oriented community.

Welcome to the City of Merritt. The City's Economic Development Office wants to support you in your business venture. This Business Licence Guide is one of many resources that the City offers to make it easy to do business in Merritt. Contact us to learn more and organize a familiarization tour: ECDEV@MERRITT.CA.



ESTABLISHING YOUR BUSINESS IN CANADA

Before applying for a business licence with the City of Merritt, you must first set up your business with the Provincial and Federal governments.

1. Set up your BCeID account: BCEID.CA
2. Request a Business Name and Register and/or Incorporate your business with the Province of BC: ACCOUNT.BCREGISTRY.GOV.BC.CA/DECIDE-BUSINESS Forms can be found at BIZPAL.CA
3. Set up Tax Accounts like GST and Payroll with Canada Revenue Agency (if applicable): CANADA.CA/EN/SERVICES/TAXES

4. Set up PST with the BC Ministry of Finance (if applicable): GOV.BC.CA/GOV/CONTENT/TAXES/SALES-TAXES/PST
5. Get insurance coverage through WorkSafeBC.com (if applicable).
6. Discover business resources and learn about the obligations of an employer: GOV.BC.CA/GOV/CONTENT/EMPLOYMENT-BUSINESS

Also visit: SMALLBUSINESSBC.CA and MERRITT.CA/BUSINESS-RESOURCES

CITY OF MERRITT BUSINESS LICENCE PROCESS

STEP 1: NON-MUNICIPAL INSPECTIONS & PERMITS

Before submitting an application for a City of Merritt Business Licence, you may need to obtain non-municipal inspections, assessments, or permits:

- Public Health Inspection (eg: Food Premises):
INTERIORHEALTH.CA/INFORMATION-FOR/BUSINESSES
- Technical Safety BC Permits
(eg: Operating Permits or Safety Assessments):
TECHNICALSAFETYBC.CA/APPLY-FOR

STEP 2: APPLICATION WITH THE CITY OF MERRITT

APPLICATION FEE: \$50 | ONE-TIME | NON-REFUNDABLE

Once you have obtained any permits, inspections, business registrations from other government entities (for example your name registration with the Province of BC or Health Inspection from Interior Health), you may apply for a City of Merritt Business Licence.

An application fee of \$50 is required to cover this one-time, non-refundable administrative cost. *(Note that additional fees for inspections (\$50 each) and for the actual business licence (\$150 +/-) will also apply. See charts below).*

MERRITT.CA/BUSINESSLICENCEAPPLICATION
OR VISIT BIZPAL.CA | ALSO ON PAGE 9 + 10

STEP 3: MUNICIPAL INSPECTION(S)

INSPECTION FEE: \$50 PER INSPECTION (UP TO 3 REQUIRED)

Depending on your type of business, you may require inspections and approval from none, some, or all of the following:

- Building Inspector
- Fire Prevention Officer
- Cross Connection Control Coordinator

If you require all three inspections above, the cost would total \$150 (or \$50 per inspection). Each inspection includes one follow-up inspection.

STEP 4: OBTAINING YOUR BUSINESS LICENCE

VARIOUS FEES | SEE CHART BELOW + PAGE 11

Your application will be approved once the required inspectors confirm that your application is compliant with all municipal and provincial legislation. Once your application is approved, you will need to pay your business licence fee.

- Regular Business Licence: \$150
- Short-term Business Licence (3 months: \$55 or 6 months: \$90. Also see pro-rated chart on page 11).
- Inter-Community Business Licence (ICBL)
If you conduct business in more than one community, you may wish to buy additional ICBL licences. *See costs below and program information on the next page.*

BUSINESS LICENCE FEES

BUSINESS LICENCE FEES	
APPLICATION FEE (NON-REFUNDABLE)	\$50
INSPECTION FEE(S) (UP TO 3 INSPECTIONS)	\$50 EACH
REGULAR BUSINESS LICENCE*	\$150 ANNUALLY
3-MONTH BUSINESS LICENCE	\$55
6-MONTH BUSINESS LICENCE	\$90
ADD ON THOMPSON-NICOLA INTER-COMMUNITY BUSINESS LICENCE	\$75 ANNUALLY
ADD ON OKANAGAN-SIMILKAMEEN INTER-COMMUNITY BUSINESS LICENCE	\$150 ANNUALLY

* RENEWAL DISCOUNT

10% discount prior to year end (eg: \$135 Regular BL)
20% fine after March 1 (eg: \$180 Regular BL)

EXAMPLE BUSINESS LICENCE COSTS	
APPLICATION FEE (ONE-TIME)	\$50
3 INSPECTIONS (ONE-TIME)	\$150
REGULAR BUSINESS LICENCE	\$150 ANNUALLY
ADD ON THOMPSON-NICOLA INTER-COMMUNITY BUSINESS LICENCE	\$75 ANNUALLY
ADD ON OKANAGAN-SIMILKAMEEN INTER-COMMUNITY BUSINESS LICENCE	\$150 ANNUALLY
TOTAL COST	\$575

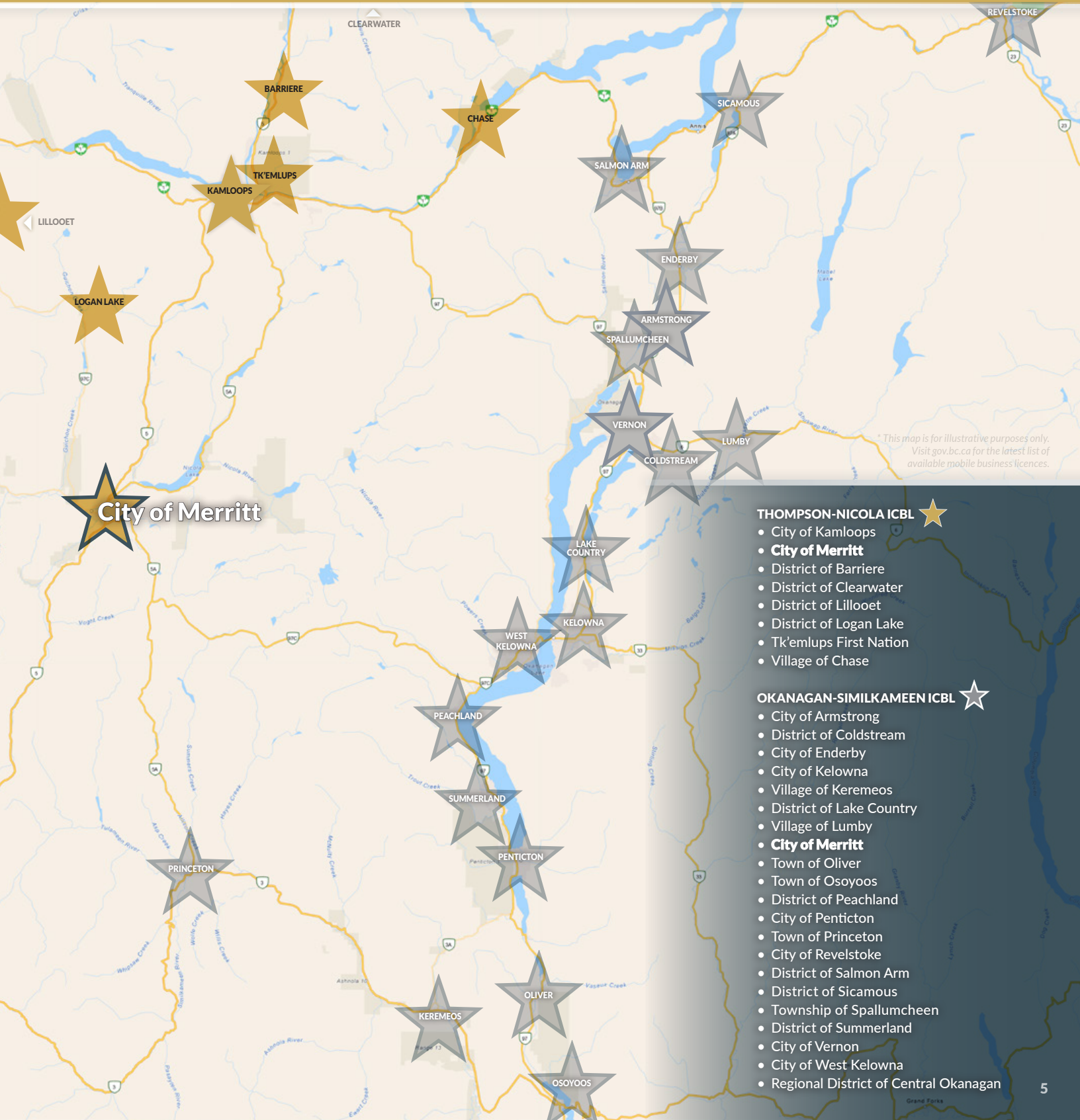
RENEWAL EXAMPLE | ONE-TIME FEES REMOVED

10% discount prior to year end (eg: \$360 with 2 ICBL)
20% fine after March 1 (eg: \$405 with 2 ICBL)

INTER-COMMUNITY BUSINESS LICENCE

If you have a mobile business or conduct business in two or more partner communities in either the Thompson-Nicola ICBL program or the Okanagan-Similkameen ICBL program or both (see list below), you may wish to apply for additional Inter-Community Business Licence(s) (ICBL).

To obtain an ICBL, you must first have a primary business licence in one of the partner communities. To apply for this secondary Inter-Community Business Licence, you will need to contact the community that issued your primary licence.



* This map is for illustrative purposes only. Visit gov.bc.ca for the latest list of available mobile business licences.

THOMPSON-NICOLA ICBL

- City of Kamloops
- **City of Merritt**
- District of Barriere
- District of Clearwater
- District of Lillooet
- District of Logan Lake
- Tk'emlups First Nation
- Village of Chase

OKANAGAN-SIMILKAMEEN ICBL

- City of Armstrong
- District of Coldstream
- City of Enderby
- City of Kelowna
- Village of Keremeos
- District of Lake Country
- Village of Lumby
- **City of Merritt**
- Town of Oliver
- Town of Osoyoos
- District of Peachland
- City of Penticton
- Town of Princeton
- City of Revelstoke
- District of Salmon Arm
- District of Sicamous
- Township of Spallumcheen
- District of Summerland
- City of Vernon
- City of West Kelowna
- Regional District of Central Okanagan

OTHER REQUIREMENTS

Certain businesses have specific requirements.

Within the City of Merritt, Home-based Businesses and Mobile Food Trucks must comply with specific municipal requirements.

Other businesses like restaurants and construction companies, must comply with Provincial requirements.



HOME-BASED BUSINESS LICENCE

A Home-Based Business means any occupation or profession carried out in a dwelling by the family which is permanently resident in the dwelling, where such occupation shall be clearly incidental or secondary to the use of the dwelling for residential purposes.

- **ZONING RESTRICTIONS:** Home-based businesses have restrictions based on what type of business the resident wants to carry on, and what the zoning of the parcel is. These restrictions generally limit the number of employees, businesses, and the maximum permissible area. For details, see the Zoning Bylaw and Zoning Map. MERRITT.CA/MAPS
- **SIGN PLACEMENT:** Home-based businesses may erect a sign that does not exceed 0.3 square meters and shall not project above the roof line or over public property. View specific requirements: MERRITT.CA/BUSINESSLICENCE



FOOD TRUCK BUSINESS LICENCE

A Mobile Food Truck Business means a food truck or mobile trailer from which food and/or drink is prepared internally and dispensed externally, which is parked at a given private property location for no more than five days in any one week or in parks or on-street locations where permitted by the City.

The following is a list of local requirements for all mobile food vendors that wish to operate within the City of Merritt. Also view the Merritt Fire Rescue Department's *Inspection Checklist* on page 8.

FOOD TRUCK REQUIREMENTS

- The mobile vendor must have a valid City of Merritt Business Licence.
- The mobile vendor must be approved by the *BC Safety Authority* and ensure that all decals are visible. (If any alterations have been done to the unit, a new inspection and decal are required).
- All tents, being in conjunction with the mobile vending, must conform to NFPA 705 requirements. The tent must have a visible tag stating that it complies with this requirement.
- Cooking and/or grilling shall not be conducted under tents. All cooking appliances must be at least 1 meter away from a tent.
- Cooking appliances must be a minimum of 3 meters from any building or other food vendor.
- A guard/barrier, not less than 1 meter high, must be provided to act as a barrier between the public and cooking appliances. This would not apply if the cooking appliances are located within an enclosed trailer.
- All appliances must be approved commercial appliances. Residential type appliances such as deep fryers will not be acceptable.
- Minimum of one 2A10BC rated extinguisher shall be provided and shall be mounted in an acceptable location.
- A type K extinguisher must be provided for all deep fry-ing and/or hot oil cooking.
- Fire extinguishers must be up to date. The extinguishers are required to be inspected annually by an approved agency.
- Enclosed cooking units, creating grease-laden vapors, require a kitchen canopy and suppression system conforming to NFPA 96.
- Enclosed cooking units with a kitchen canopy require a fixed suppression system to be installed within the unit. The fixed suppression system shall be serviced bi-annually by an approved technician.
- Kitchen canopy has been cleaned from the filter to fan in conformance with NFPA 96 requirements.
- All Spare propane bottles must be secured 3 meters from any cooking appliances or open flame.
- All propane connections must be soap tested to ensure there are no leaks in conformance with the BC Gas Code requirements.
- Wood burning appliances are prohibited within the City of Merritt.
- All mobile vendors with trailers must provide wheel chocks to prevent trailer movement.
- A current inspection decal from the Merritt Fire Department must be displayed in a visible location.
- Fire Inspections must be conducted a minimum of 3 hours prior to operation.



FOOD TRUCK REQUIREMENTS: MERRITT FIRE RESCUE INSPECTIONS

Fire Inspections must be conducted a minimum of 3 hours prior to operation. Vendors are subject to an annual inspection from the Merritt Fire Department.

Upon completion of the annual inspection, an inspection decal will be provided. Vendors who are

non-compliant will not be permitted to continue to operate.

If you have any questions pertaining to the Fire Departments requirements, please contact the City of Merritt Fire Prevention Officer at 250.378.5626

FIRE INSPECTIONS ARE GRADED ON THE FOLLOWING CHECKPOINTS:

- ☐ Vendor has a Business Licence to operate in the City of Merritt.
- ☐ System is approved by the *BC Safety Authority*. Stickers are visible.
- ☐ All tents being used for mobile vending conform to NFPA 705 requirements.
- ☐ A guard/barrier has been provided between the public and cooking appliances.
- ☐ Deep fryer is an approved commercial appliance.
- ☐ A type K fire extinguisher has been provided for deep frying and/or hot oil cooking.
- ☐ Minimum of one 2A10BC rated extinguisher has been mounted in an acceptable location.
- ☐ Fire extinguishers have been inspected annually by an approved agency.
- ☐ Enclosed cooking units conform to NFPA 96 requirements.
- ☐ Suppression system has been serviced bi-annually by an approved agency.
- ☐ Kitchen canopy has been cleaned from filter to fan in conformance with NFPA 96 requirements.
- ☐ Propane bottles are secured and are 3 meters from any cooking or open flame.
- ☐ Vendor confirms all propane connections have been tested to ensure they are not leaking.
- ☐ Cooking fuel is approved.
- ☐ Wheel chocks have been provided to prevent movement.
- ☐ Electrical equipment appears not to create hazard.

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CITY OF MERRITT

Business Licence Application

NOTE: Please consult our business licence webpage (merritt.ca/business-licence) to make sure you understand the content and timeline of this form. Please fill this application completely. For questions related to this form, please contact our Economic Development Office at 250.378.8623 or email ecdev@merritt.ca.

Please check all that apply: ☐ Non-Profit

☐ New business ☐ Change of Owner ☐ Change of Location ☐ Change of Name ☐ Other

BUSINESS GENERAL INFORMATION

Business Trade Name: <small>(as registered with the Province of BC)</small>			
Applicant Name:		Role:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent
Location Address:		Postal Code:	
Mailing Address:		Postal Code:	
Email Address:		Phone #:	
Website:		Include in business directory?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF LICENCE	<input type="checkbox"/> Standard 1-year (auto-renew) (\$150) (non-profit: \$0)	<input type="checkbox"/> Short term: 3 months (\$55)	<input type="checkbox"/> Short term: 6 months (\$90)
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TYPE OF BUSINESS

<input type="checkbox"/> Store Front	<input type="checkbox"/> Home-based Business	<input type="checkbox"/> Mobile Business	<input type="checkbox"/> Food Truck
Business description:			
Will your business include any of these goods or services?	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Body Services <input type="checkbox"/> Child Care <input type="checkbox"/> Retail Cannabis

BUILDING

New or existing building?	<input type="checkbox"/> New building		<input type="checkbox"/> Existing building	
Do you rent or own the building?	<input type="checkbox"/> I rent the building		<input type="checkbox"/> I own the building	
Total Floor Area (Sq.Ft.):			Number of parking spaces available:	
Are you installing a sign?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Permit #:	Size:
Is any construction or renovation contemplated? *	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, please specify):	

**If your proposed use/business is different than the previous use at the address listed above, OR if any construction or renovation is contemplated, please contact the Building Inspector at building@merritt.ca or at 250.378.8622, as a building permit may be required. Please note that if a building permit is required, your business licence will not be issued until the building permit process is completed.*

BUSINESS STATUS			
Are you open for business now?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Proposed opening date at the above location:

EMPLOYMENT			
Total persons employed	Full-time:		Part-time:

INTER-COMMUNITY BUSINESS LICENSE (ICBL)	
<p>ICBLs are purchased in addition to the standard business license.</p> <p>Merritt businesses currently have the option of carrying out business in two ICBL areas. The ICBL programs differ in what business types are eligible. Please make sure you understand the requirements and restrictions connected to any ICBL program you are interested in. For more information, visit merritt.ca</p>	
<input type="checkbox"/> Thompson-Nicola (+\$75)	<input type="checkbox"/> Okanagan-Similkameen (+\$150)

ADDITIONAL QUESTIONS	
What is your market reach?	<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International <input type="checkbox"/> Online
Do you wish to receive business related information from the Economic Development Department?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Would you like to speak to the Economic Development Department regarding your business?	<input type="checkbox"/> Yes <input type="checkbox"/> No

OVERVIEW MUNICIPAL FEES		
Administration Fee:	\$50	Non-profit: \$0 Retail cannabis: \$650
Municipal Inspection fee	\$50 per inspection	Up to 3 different inspections required (follow-up inspection included)
Regular Business License:	\$150	First year is pro-rated per month. (example: starting in July will cost \$75 for the remainder of the first year)

ENSURE YOUR BUSINESS IS REGISTERED WITH THE PROVINCE OF BC BEFORE applying for a business licence with the City. You will need to submit an application to get your business name approved before you can proceed. Start with the BizPal (<https://services.bizpal-perle.ca>). BizPal is a one-stop shop for permits and licences from all levels of government.

I hereby make application for a licence in accordance with the particulars as above stated and declare the above statement is true and correct and I undertake that if I am granted the licence applied for I will comply with each and every obligation contained in all laws and bylaws now in force or which may hereafter come into force in the City of Merritt. I further understand that if this application involves the use of premises for business purposes that they may not be occupied until they have been approved by the City Departments concerned and a licence issued. I also understand that the payment of the Business Licence fee in advance does not guarantee approval. The personal information collected herein will be used solely for the purposes of administering the City's business licence bylaw (Bylaw No 2268, 2019) and is subject to the provisions of the Freedom of Information & Protection of Privacy Act.

DATE

SIGNATURE

SUBMIT TO ECDEV@MERRITT.CA

PAYMENTS

To pay your Business Licence invoice (see sample), please include the CUSTOMER NUMBER. If you are updating your business information or applying for a new business licence, please complete the Business Licence Application.

CREDIT CARD (ONLINE: OPTIONPAY)	CHEQUE (MAIL/DROP-OFF)	DEBIT/CASH (IN PERSON)
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CITY OF MERRITT
BOX 189
(2185 VOGHT STREET)
MERRITT, BC V1K 1B8
(250) 378-4224

Customer No.: C15T001
Invoice Date: 13-Jul-2023
Bill Date: 13-Jul-2023
Due Date: 13-Jul-2023
Bill Year From: 2023
Bill Year To: 2023

BUSINESS LICENCE INVOICE

Classification	Description	Unit	Amount
20013	General Licence - short-term 3 months	1.00	55.00

BUSINESS LICENCE FEES

APPLICATION FEE	INSPECTION FEE (IF APPLICABLE)	BUSINESS LICENCE	(OPTIONAL) ADD ON INTER-COMMUNITY BUSINESS LICENCE
\$50 (ONE-TIME) (NON-REFUNDABLE)	BUILDING INSPECTION \$50 (ONE-TIME) FIRE PREVENTION \$50 (ONE-TIME) CROSS CONNECTION CONTROL \$50 (ONE-TIME)	REGULAR BL \$150 (ANNUALLY) NON-PROFIT \$0 3-MONTHS \$55 (ONE-TIME) 6-MONTHS \$90 (ONE-TIME)	THOMPSON-NICOLA \$75 (ANNUALLY) OKANAGAN-SIMILKAMEEN \$150 (ANNUALLY)

PRORATED REGULAR BUSINESS LICENCE COSTS

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
\$150	\$137.50	\$125	\$112.50	\$100	\$87.50	\$75	\$62.5	\$50	\$37.5	\$25	\$25

CHANGE OF INFORMATION | RESUBMIT BUSINESS LICENCE APPLICATION FORM

CHANGE OF ADDRESS	\$50 ADMINISTRATIVE FEE	+ REQUIRED INSPECTIONS	+ BUSINESS LICENCE FEES
CHANGE OF OWNERSHIP	\$25 ADMINISTRATIVE FEE		+ BUSINESS LICENCE FEES

* There is no charge for simple changes or additions, such as adding a website address or changing a phone number.

* Licenced businesses are listed in the City's Business Directory: merritt.ca/business-directory.

BUSINESS LICENCE RENEWAL

Regular business licences expire on December 31 every year and must be renewed annually by the date specified on your invoice. No application form is required for simple renewals.

- **10% discount:** \$135 instead of \$150 if the invoice is paid within the specified payment period.
- **No discount:** \$150 if payment is received after the date specified on the invoice.
- **20% fine:** \$30 (\$180 instead of \$150) if payment is received after March 1.

* There is no discount on the Inter-Community Business Licences or other fees.

MERRITT.CA/PAYMENT

CITY OF MERRITT

ECONOMIC DEVELOPMENT OFFICE

The City of Merritt's Economic Development Office is primarily focused on business growth and retention. This involves business and investment attraction, including property development, as well as supporting local businesses. Specifics on the role of the Economic Development Office can be found in the City of Merritt's *Economic Development Strategy*.

VISIT: MERRITT.CA/ECONOMICDEVELOPMENT

CONTACT: ECDEV@MERRITT.CA

BUSINESS RESOURCES

The City of Merritt lists a number of local, provincial, and federal resources on their website. This resource base provides links to statistical data, wage subsidy, incentive programs, grants, financing, tax credits, and more.

VISIT MERRITT.CA/BUSINESSRESOURCES

MERRITT & DISTRICT CHAMBER OF COMMERCE

VISIT: MERRITTCHAMBER.COM

COMMUNITY FUTURES NICOLA VALLEY

VISIT: CFDCNV.COM