

For more information, please contact
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Inter-Municipal Business Licence

for the Construction Industry



City of Richmond

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Business Licence Office
www.richmond.ca

What is the Metro West Inter-Municipal Business Licence?

The City of Richmond has partnered with the cities of Vancouver, New Westminister, Burnaby, Surrey and the Corporation of Delta to offer trades contractors and professionals related to the construction industry the authorization to work in these jurisdictions under the Metro West Inter-Municipal Business Licence. This eliminates the need to obtain a business licence from each jurisdiction. This is a trial program that will be reviewed by the Councils of the participating municipalities in 2015. (**NOTE:** Currently there is a similar trial program taking place in the Fraser Valley.)

What are the benefits of an Inter-Municipal Business Licence?

An Inter-Municipal Business Licence is designed to reduce the cost and time of buying multiple licences by allowing one licence across participating jurisdictions. An Inter-Municipal Business Licence will also save you from having to remember to renew licences in other jurisdictions that have varying licence periods.



Who is eligible for an Inter-Municipal Business Licence?

Eligibility is limited to trades contractors or other professionals related to the construction industry that provide a service or product across participating municipalities AND have a valid business licence in their home base of operation.

Where will my Metro West Inter-Municipal Business Licence be valid?

The Metro West Inter-Municipal Business Licence is valid in each of the following participating municipalities:

- City of Burnaby
- Corporation of Delta
- City of New Westminister
- City of Surrey
- City of Vancouver

Richmond based businesses **MUST** have a valid Richmond Business Licence in addition to the Metro West Inter-Municipal Business Licence.

How can I apply?

Applications must be made to the business licencing office of the business's home municipality (where the business is presently located and licenced).

For the City of Richmond, applications can be:

- downloaded from the City website at www.richmond.ca/busdev/licences.htm#forms.
- picked up in person at City Hall.

What is the cost of an Inter-Municipal Business Licence?

An eligible business pays the business licence fee set by their home municipality plus the annual Inter-Municipal Business Licence fee of \$250.00. The Inter-Municipal Business Licence fee is not pro-rated.

How long is an Inter-Municipal Business Licence valid?

An Inter-Municipal Business Licence is valid for the same term as your municipal business licence.

Will I need any other licences?

Trades contractors must still obtain a municipal business licence from their home municipality and a licence for each fixed and permanent location they have.

The Metro West Inter-Municipal Business Licence is only valid within the stated participating municipalities. Trades contractors will still need to check with the business licencing offices of any other municipality in which they intend to operate.

