

# CITY OF SURREY BUSINESS LICENSE APPLICATION FORM

## *Business Information*

<input type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Change of Address</b>	<input type="checkbox"/> <b>Change of Owner</b>	<input type="checkbox"/> <b>Change of Name</b>	<input type="checkbox"/> <b>Change of Category</b>
Business Operating Name				
Business Address				Unit No.
City	Province	Postal Code		
Business Mailing Address (If Different)				Unit No.
City	Province	Postal Code		
Type of Business			Floor Area <small>(Commercial/Industrial Only)</small>	
			Business Phone No.	
Business Fax No.		Emergency Ph. No.		
Website Address		E-mail Address		
No. of Employees		No. of Seats (Restaurants Only)		
No. of Chairs (Hair Salons/Barbers Only)		No. of Units (Apartments/Townhouses Only)		
No. of Cash Registers (Retail Stores Only)		No. of Rooms to Let (Hotels/Motels Only)		

### *Owner Information (Limited Company or Person)*

Name	Surname	First Name	Middle Name	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
				Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
Title/Position					
Address					Unit No.
City	Province	Postal Code			
Phone No.			Fax No.		
Incorporation No. (If applicable)			Trade Qual. No. (If applicable)		

### *Applicant Information (If Different From Owner)*

Name	Surname	First Name	Middle Name	Mr. <input type="checkbox"/>	Mrs. <input type="checkbox"/>
				Ms. <input type="checkbox"/>	Dr. <input type="checkbox"/>
Title/Position					
Address					Unit No.
City	Province	Postal Code			
Phone No.			Fax No.		
Other Licenses Held		Yes <input type="checkbox"/> No <input type="checkbox"/>	Where?		
Has Applicant had a License Refused or Cancelled?			Yes <input type="checkbox"/> No <input type="checkbox"/>	When	

I hereby make application for a license in accordance with all the information as above stated and declare that this is a true and correct statement and I further agree to comply with all the relevant Bylaws of THE CITY OF SURREY.

**Signature**

**Date**

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## APPLICATION DETAILS AND REQUIREMENTS

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- Contact the Business License Section to determine the applicable fee prior to submitting your application.
- Include payment with your business license application.
- Business licenses are issued for one year from the date of application.

## CONTACT BUSINESS LICENSE SECTION

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**Phone:** 604.591.4370  
**Fax:** 604.501.7685  
**Email:** [businesslicensing@surrey.ca](mailto:businesslicensing@surrey.ca)

**Address:** 13450 104 Ave  
Surrey, BC  
V3T 1V8

## PUBLICATION OF BUSINESS LICENSE INFORMATION

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The following business license information will be published as part of Economic Development's online business directory. If you do not wish your business license information to be published, contact the Economic Development office at:

Tel. 604-591-4128

Email: [econdev@surrey.ca](mailto:econdev@surrey.ca)

- *Business name*
- *Business address*
- *Business phone number*
- *Number of employees*
- *Product or services*
- *License type*
- *Town centre*