

Processing/Inspections

Completed applications along with the appropriate fee will be reviewed by UBC Permits and Inspections staff.

An inspection of the premise to verify the use and compliance with the conditions of approval may be required.

A Business License may be issued after any concerns and requirements have been satisfied.

Home-Based Businesses

For information on Home-Based Businesses please see "A Guide to Home-Based Business Regulations" or contact the Permits and Inspections department.



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THE UNIVERSITY OF BRITISH COLUMBIA

campus + community planning



**Commercial Enterprises in
UTown@UBC Neighbourhoods
A Guide to Commercial
Business License Regulations**

campus + community planning

Permits + Inspections

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Introduction

The purpose of this pamphlet is to help those wishing to carry out business in the **UTown@UBC neighbourhoods** understand the approval process and applicable regulations for obtaining a Business License.

Background

Under Policy #98 the University Board of Governors established a policy “to ensure that commercial enterprises on campus conduct their businesses in ways that promote and reinforce the objectives of the University”. Commercial Enterprise means “any commercially oriented business or organization”.

To regulate businesses on UBC’s Vancouver campus, business licenses are now required for any person to carry on a business in the following neighbourhoods: Chancellor Place – Theological Neighborhood Plan; University Boulevard, East Campus, Hawthorn Place - Mid Campus Neighborhood Plan; Wesbrook Place - South Campus Neighborhood Plan; and Hampton Place.

The requirement applies to commercial office uses, retail or service-type commercial activities and home-based businesses in a neighborhood, and are to be processed and issued by Campus and Community Planning.



Commercial Enterprise means “any commercially oriented business or organization”.

Commercial Business Requirements

Depending on the nature of your business, the following approvals may be required to obtain a Business License at UBC Vancouver:

Land Use

Refer to applicable local area Neighborhood Plan to determine if the proposed use is appropriate and/or permitted.

Some uses, depending on their impact on the adjacent neighborhood, may require development permit approval and are to be reviewed by the Manager of Development Services.

If a development permit is required, processing of a building permit and business license will be delayed until the development permit is issued.

Signage

A Development Permit is required for the installation of signs on buildings. Signs shall conform to the parameters set out in Section 8.4 of UBC’s Development Handbook.

Building Permit

Interior renovations/alterations may require a Building Permit. Please contact Permits and Inspections at Campus and Community Planning to determine if the extent of the work requires a permit. Refer to the “Tenant Improvements in Strata Buildings” brochure for more information.

The Building Permit must have a final inspection before a business license can be processed.

Health Department

Any food-related businesses must have an inspection completed and approved by the Vancouver Coastal Health Department prior to issuance of your business license.

Fire Department

It may also be necessary to obtain approval from the fire department before your business license can be issued.

Strata Approval

If you plan to run a business in a building that is managed by a strata corporation, you must obtain (1) endorsement and (2) confirmation in writing from the strata corporation or landlord that the business does not conflict with the by-laws of the strata corporation or the terms of the tenancy agreement, as applicable.

Applying for a Business License and Associated Fee Schedule

The Business License Application form and fee schedule are available from UBC Permits and Inspections, Campus and Community Planning or online at:

<http://www.planning.ubc.ca>
“Licensing and Inspections”

Applicants are required to:

- Complete an application form describing the nature of the business, its address, location, the size of the space and number of employees
- Provide payment of the appropriate fee
- Submit any other relevant certificates
- Provide proper picture identification of the business owners