



# Business License Regulations



October 2025

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# Part 1 Requirements for a Business License

## 1. Regulations

- 1.1.2 **Business Licenses** are required for any person to carry on a **Business** in a **Neighbourhood** on the UBC Vancouver campus.
- 1.1.3 All **Businesses** in a **Neighbourhood** must comply with these Regulations.
- 1.1.4 All applications for **Business Licenses** shall be reviewed and processed and, if approved, issued by Campus and Community Planning.
- 1.1.5 **Business Licenses** issued according to these Regulations do not permit or authorize construction or development in a **Neighbourhood**. Construction and development in a **Neighbourhood** may be subject to additional approvals, including development permits and building permits.

# Part 2 Definitions

2. In this document:

“**Automatic Teller Machine**” means a machine that permits a customer to access and use certain financial services customarily provided by a **Financial Institution**, and includes such a machine that is located in or affixed to any premises, including the premises in which a **Financial Institution** operates its principal **business** if the machine can be accessed by customers outside of the **Financial Institution**’s regular **business** hours;

“**Building Contractor**” means a person who carries on the **business** of constructing, altering, repairing, or maintaining buildings, structures, other improvements, or land;

“**Business**” means either:

(a) (i) carrying on a commercial or industrial activity or undertaking of any kind; or (ii) providing professional, personal or other services for the purpose of gain, or

(b) the party carrying on one or more of the activities described in subsection (a) above,

but does not include an activity carried on by the University, by corporations owned by the University, by agencies of the University or any of its subsidiaries.

“**Business License**” means a license required for any person carrying on a **Business** in a **Neighbourhood**;

“**Commercial Dog Walker**” means a person who walks a dog or dogs for a fee;

“**Compliance Officer**” means the Chief Building Official or any other person appointed from time to time by the Director of Planning for the purpose of enforcing and carrying out the provisions of these Regulations;

“**Cosmetic Service Provider**” means a person, other than a person licensed by the B.C. College of Physicians and Surgeons, who carries on the **business** of providing cosmetic or grooming

services in any of the following categories: hair cutting or styling, tanning, skin treatments, nail treatments, tattooing, or massage;

“**Daycare**” means the **Business** of caring for more than three children in or at one home, office, facility or other premises;

“**Director of Planning**” means the Director of Planning, Development Services within Campus and Community Planning (as such title may be amended from time to time), or a delegate, who is responsible for overall administration of the development review and permitting process at UBC’s Vancouver campus;

“**Employee**” means a person engaged by a **Business** for the provision of services for remuneration, and includes an owner, partner, principal, joint venturer, limited partner or officer in respect of the **Business**;

“**Financial Institution**” means a bank, credit union, trust company or other similar **Business** that, among other things, accepts deposits, invests money, or lends money;

“**Home Business**” means the accessory use of a principal dwelling unit by at least one permanent resident of the dwelling to conduct a **Business** activity or occupation, and for greater certainty, does not include bed and breakfasts or boarding or lodging houses;

“**Land Use Plan**” means the official land use instrument governing development and land use on UBC’s Vancouver campus, adopted by the BC Minister of Housing and Municipal Affairs pursuant to Part 10 of the *Municipalities Enabling and Validating Act (No. 3)*, [SBC 2004] Ch. 44, as may be amended from time to time by the Minister.

“**Licensee**” means a person holding a valid **Business License**;

“**Liquor Establishment**” means a **Business** whose primary purpose is the sale and service of alcoholic drinks to customers for consumption on the premises;

“**Liquor Licensed Restaurant**” means a **Restaurant** where customers may only consume alcohol if they also order food, and in respect of which premises a license is required or obtained from the Provincial government pursuant to the *Liquor Control and Licensing Act*, R.S.B.C. 1996, c.267, as may be amended from time to time;

**“Minimum Impact on the Environment”** describes activities that promote the reduction, reuse and recycling of equipment; reduce the use of materials toxic to the environment; and standardize common supplies and equipment where possible;

**“Neighbourhood Plan”** means a land use and development plan for a development area, approved by the Board of Governors;

**“Neighbourhood”** means the plan areas as defined in the **Land Use Plan**, also including the Village Centre Academic area;

**“Pet Care Establishment”** means the **business** of providing grooming, training, or day care with respect to any type of domestic animal;

**“Pub”** means a **Business** conducted from a premises where customers may order or consume alcoholic beverages with or without food, and for which a license is required or obtained from the Provincial government pursuant to the *Liquor Control and Licensing Act, R.S.B.C. 1996, c.267*;

**“Registered Society”** means a not-for-profit society that is registered with the Registrar of Companies under the *Society Act, R.S.B.C. 1996, c. 433*;

**“Restaurant”** means a building or part of a building for the sale of prepared foods and beverages to the public, for consumption within the premises or off the site. This use typically has a varied menu, with a fully equipped kitchen and preparation area, and a customer seating area;

**“Retail Dealer”** means any person who carries on the **Business** of selling commodities other than food stuffs directly to the public;

**“Retail Dealer- Food”** means any person who carries on the **Business** of selling commodities including food stuffs directly to the public or who prepares and offers for sale food for consumption at premises other than where that person carries on the **business**;

**“Retail Dealer- Grocery”** means any person who carries on the **Business** of selling commodities including food stuffs directly to the public and whose **Business** customarily includes two or more of a bakery, butcher, delicatessen and food service (snack bar);

**“Retail Liquor Store”** means a **Business** conducted from a premises at which bottled or packaged alcoholic beverages for consumption at premises other than the **retail liquor store** premises are sold or offered for sale;

**“Storage”** means a **Business** consisting of storing chattels for a fee;

**“Vending Machine”** means a machine or device operated by the insertion of cash, slug or card for the purpose of selling or dispensing any commodities or providing music, games, amusement or services of any kind, but does not include an **Automatic Teller Machine** or a coin-operated washer or dryer;

**“Veterinary Clinic”** means a **Business** consisting of providing medical treatment to animals with or without accessory **Pet Care Establishment** services, and includes overnight boarding of patient animals;

**“UBC Vancouver campus”** means the UBC Point Grey Campus Lands, as more particularly defined in the **Land Use Plan**.

# Part 3 Business Licenses

## 3.1. Business License Requirement

- 3.1.1. A person must not carry on any **Business** in a **Neighbourhood** without a valid and subsisting **Business License** issued to that person for that **Business**.
- 3.1.2. Every person who operates a **Business** at more than one establishment in one or more **Neighbourhoods** must apply for a separate **Business License** in respect of each establishment.
- 3.1.3. Every person who operates more than one **Business** from the same premises must apply for and maintain a separate **Business License** in respect of each **Business**.
- 3.1.4. Every **Business License** issued is personal to the **Licensee** therein named and may not be transferred to another person.
- 3.1.5. A person must not carry on a **Business** in or on any premises other than those identified on the **Business License** without first making an application for a new **Business License** or a change to the **Business License** under Section 3.5.
- 3.1.6. Every holder of a **Business License** must keep a copy of the **Business License** posted in a conspicuous place on their **Business's** premises or in the vehicle, place or structure in respect of which the **Business** is carried out or undertaken and for which the **Business License** is issued.

## 3.2. Business License Fee

- 3.2.1. Every person applying for a **Business License** must, at the time of making the application, pay to the University the fee for the **Business** as specified in Schedule "A".
- 3.2.2. Despite section 3.2.1, the **Business License** fee will be reduced by one-half in respect of any **Business** that comes into existence or begins operations in a **Neighbourhood** after July 31st in any year, except those **Business License** fees that are calculated on a daily basis.

### 3.3. Business License Applications

3.3.1. Every application for a **Business License** must:

- (a) be made to the **Compliance Officer** on the form approved by the **Compliance Officer** for that purpose;
- (b) be signed by the owner of the **Business** or his or her or its agent authorized in writing by the owner; and
- (c) contain the following information:
  - i. a description of the nature of the **Business**;
  - ii. a description of the **Business's** premises, including its civic address;
  - iii. the square footage of the **Business's** premises;
  - iv. for liquor primary and **restaurant** premises, seat counts;
  - v. the number of employees engaged in the **Business** at the premises;
  - vi. the number of **Automatic Teller Machines**, parking spaces, laundry machines, vehicles for hire, and **Vending Machines**, if applicable, involved in the **Business**;
  - vii. proof of any certification, approval or qualification which is required from the University or a federal, provincial or municipal authority in order to operate the **Business**; and
  - viii. information about any other **Business Licenses** held, currently or in the past, by the applicant, if any.

### 3.4. Business License Periods

3.4.1. **Business Licenses** are valid for the period commencing January 1st and expiring December 31st of each year.

### 3.5. Business License Changes

3.5.1. For the purpose of this section, “change” means:

- (a) a change to the location of the premises or place of **business** for which the **Business License** was issued;
- (b) a change to the name of the **Business**;
- (c) a change to a term or condition on which the **Business License** was issued; and
- (d) a change that would change the **Business License** fee payable by the **Business License** holder under Schedule “A” of these Regulations.

3.5.2. The holder of a **Business License** may apply at any time to the **Compliance Officer** for a **Business License** change described in section 3.5.1, on the form approved by the **Compliance Officer** for that purpose.

3.5.3. A person applying for a **Business License** change under to section 3.5.1(d) must, at the time of making the application, pay to Campus and Community Planning the fee identified in Schedule “A” and the amount, if any, by which the **Business License** fee under Schedule “A” will increase as a result of the change.

### 3.6. Compliance Officer’s Powers and Duties

3.6.1. On receipt of an application and before issuing any **Business License** or authorizing a change with respect to an existing **Business License**, the **Compliance Officer** may:

- (a) at a reasonable time and in a reasonable manner, inspect the premises for which the **Business License** or the change to an existing **Business License** is sought; and
- (b) require the applicant to provide supplementary information and proof of any certification, approval, or qualification from the University or a federal, provincial or municipal authority in order to operate the **Business**.

3.6.2. A **Compliance Officer** may issue a **Business License** on and may impose at any time during the validity period of a **Business License**, such terms or conditions as the **Compliance Officer**

deems appropriate in the circumstances, provided that such terms and conditions are consistent with these rules and conditions, with the University policies and procedures or any applicable federal, provincial or municipal enactment. Without limiting the foregoing, the terms and conditions may relate to:

- (c) the validity period of the **Business License**;
- (d) the hours of operation of the **Business**;
- (e) the maximum number of occupants allowed at the **Business's** premises; or
- (f) actions, measures, policies or restrictions to be implemented to ensure compliance with these rules and conditions and with applicable University policies.

3.6.3. A **Compliance Officer** may refuse an application for a **Business License** for failure by the **Business** to comply with these rules and conditions, with the University policies and procedures or any applicable federal, provincial or municipal enactment. A **Compliance Officer's** decision to refuse an application shall be made in writing, setting out a summary of the reasons for the refusal.

3.6.4. Every **Licensee** shall give to the **Compliance Officer** and to any member of Compliance Officer's staff authorized by the **Compliance Officer** for the purpose, such access at any reasonable hour to the **Business's** premises and every part thereof and such information with respect thereto as may be reasonably required to enable necessary inspection to be made. Without limiting the foregoing, a **Compliance Officer** may enter the portion of the **Business's** premises that is open to the public during **business** hours, if any, for the purpose of inspecting and determining whether these Regulations are being complied with.

3.6.5. A **Compliance Officer** may suspend or cancel a **Business License** at any time for failure by the **Business** to comply with the terms of the **Business License**, these rules and conditions, with the University policies and procedures or any applicable federal, provincial or municipal enactment.

Unless inappropriate in the circumstances, a **Compliance Officer** wishing to suspend or cancel a **Business License** shall provide the **Business** with five **business** days' notice of the

suspension or cancellation, setting out the reasons for such action and the steps that must be taken by the **Licensee** to avoid suspension or cancellation.

3.6.6. Campus and Community Planning will maintain and keep a record of each **Business License** issued and a record of all expired, suspended and cancelled **Business Licenses**.

### **3.7. Reconsideration and Appeal of a Compliance Officer's Decision**

3.7.1. An applicant or **Licensee** who wishes reconsideration of a **Compliance Officer's** decision to refuse, suspend or cancel a **Business License** must, within ten **business** days of the date of the refusal, suspension or cancellation, deliver to the Director of Planning, a written request stating the grounds upon which the request for reconsideration is based together with relevant supporting information and evidence, if any.

3.7.2. The Director of Planning will consider all requests made under Section 3.7.1 and issue a decision within 10 **business** days of receipt of a request.

3.7.3. The applicant or **Licensee** (in this section, the "Appellant") may request an appeal of the Director of Planning's reconsideration within 5 business days of receipt of the Director of Planning's decision. All applications for an appeal must be in writing and otherwise in the manner prescribed by Campus and Community Planning from time to time. The Associate Vice-President, Campus and Community Planning shall hold a hearing in respect of the appeal. The Associate Vice-President, Campus and Community Planning may grant or refuse the appeal and grant such remedy as the Associate Vice-President, Campus and Community Planning deems appropriate. The Associate Vice-President, Campus and Community Planning's decision shall be final and binding on the Appellant.

## **Part 4 General Regulations**

4.1. It is a term and condition of every **Business License** that a **Licensee** will maintain the Licensee's premises and surrounding areas in a clean and tidy condition to the satisfaction of the **Compliance Officer**.

4.2. It is a term and condition of every **Business License** that no **Business** may cause, allow or permit:

- (a) an odour to escape from the premises including odours from garbage generated by that **Business**, whether through a ventilation fan or otherwise, that: (i) is perceptible in any nearby residential or commercial premises, or (ii) disturbs, or is likely to disturb, the enjoyment, comfort or convenience of an individual in the residential or commercial premises; and
- (b) a noise to emanate from the premises whether from a ventilation fan or otherwise, that is (i) perceptible in any nearby residential or commercial premises, or (ii) disturbs, or is likely to disturb, the enjoyment, comfort or convenience of an individual in the residential or commercial premises.

## Part 5 Offences

5.1. The **Business License** of a person who:

5.1.1. violates a provision of these Regulations, including any of the following:

- (a) carries on a **Business** without holding a valid **Business License** for that **Business**;
- (b) fails to display a valid **Business License** as required by these Regulations;
- (c) fails to provide any documentation or information as required by these Regulations;
- (d) carries on or remains open for business after receiving notice that the **Business License** for that business has been suspended or cancelled; or
- (e) breaches any term or condition of his or her **Business License**, or
- (f) who consents, allows or permits an act or thing to be done in violation of a provision of these Regulations, or who neglects or refrains from doing anything required by a provision of these Regulations,

may, in the discretion of the **Compliance Officer**, be suspended or cancelled, or otherwise subject to an additional charge upon the renewal of the **Business License** that may be approved by the University from time to time.

# Part 6 General

6.1. If any portion of these Regulations is held to be invalid by a court of competent jurisdiction, it shall be severed from these Regulations and the remaining portions shall remain in full force and effect as if the Regulations had been approved without the invalid portion.

6.2. Schedules “A” and “B” attached here form a part of these Regulations.

# Schedules

## Schedule A - Business Categories and Fees

Use Category	Uses	Fee as of 2025	Fee as of Jan. 1, 2026
<b>Automatic Teller Machine</b>	<b>Automatic Teller Machine</b>	\$200 per machine	\$240 per machine
<b>Commercial Dog Walker</b>	<b>Commercial Dog Walker</b>	\$100	\$120
Community Association or similar organization incorporated under the "Society Act"	Non-profit organizations	\$2	\$2
<b>Building Contractor</b>	<b>Building Contractor</b>	\$200	\$240
<b>Cosmetic Service Provider</b>	Hair cutting or styling, tanning, skin treatments, nail treatments, tattooing, or massage	\$100	\$120
<b>Day Care</b>	More than 3 children	\$100	\$120
<b>Home Business</b>	Home Craft, Home Office	\$50	\$60
Limited Service Food	No more than 16 seats, no alcoholic beverages	\$400	\$480
<b>Liquor Establishment</b>	<b>Neighbourhood Pub</b>	\$5.00 /seat	\$6 /seat
Non-Profit Organizations* or similar organization incorporated under the society act *Not affiliated with UBC	Non-Profit Organizations, Non-Profit <b>Day Cares</b>	\$2	\$2
Office	General Office, Institutional Research, Medical, <b>Financial Institutions</b> , Professional Offices. Other similar office uses not specifically listed	\$120	\$144

Personal Services	Dry-cleaners, <b>Financial Institutions</b> , Beauty Salons/Barber Shops, Travel Agents, Retirement Homes, Hospices Other similar personal service uses not specifically listed	\$120	\$144
<b>Retail Dealer</b>	Books, Art, Bicycles, Clothing, Music Store and Other similar retail uses not specifically listed	\$120	\$144
<b>Retail Dealer - Food</b>	Delicatessen, Bakery, Coffee Shops, Caterers and Other similar retail uses not specifically listed	\$240	\$288
<b>Retail Dealer - Grocery</b>	Safeway/Save-On Foods/Other similar grocery uses not specifically listed	\$600	\$720
<b>Retail Liquor Store</b>	<b>Retail Liquor Store</b>	\$300	\$360
<b>Restaurants</b>	17 or more seats	\$600	\$720
<b>Vending Machine</b>	<b>Vending Machine</b>	\$50 per machine	\$60 per machine

## Schedule B - UBC Vancouver Neighbourhood Use Summaries

### 1. Chancellor Place - Theological Neighbourhood Plan

#### 1.1. Commercial and Mixed Uses

- (a) Most of the **Neighbourhood** service and retail facilities will be provided in the mixed-use development along University Boulevard

- (b) The inclusion of small **Neighbourhood** coffee shop/corner store facility or other small-scale service facilities would be permitted and encouraged at the Theology Square
- (c) Where appropriate ground oriented residential units will be encouraged to be designed for live-work units.

## 2. University Boulevard Neighbourhood Plan

### 2.1. Commercial and Mixed Uses

All sites within the University Boulevard **Neighbourhood** permit commercial uses on the first two floors, aimed at serving the University population. The maximum total allowable ground floor retail space within the **Neighbourhood**, as per the University Boulevard **Neighbourhood Plan**, is 4500m<sup>2</sup>. (48,420sq.ft.)

Retail uses are outlined in the **Land Use Plan** and in the Development Handbook.

Additional below grade and second storey commercial is permitted in the University Boulevard **Neighbourhood Plan** with no defined space limitations.

Institutional space is permitted within the **Neighbourhood** with no defined space limitations.

## 3. East Campus Neighbourhood Plan

### 3.1. Ancillary Uses

The following ancillary uses are allowed within all land use designations:

- **Day care**
- Local commercial - i.e., corner store or coffee shop
- Live/work (home occupations consistent with a residential area)
- Community buildings

## 4. Hawthorn Place - Mid Campus Neighbourhood Plan

### 4.1. Ancillary Uses

The following ancillary uses are allowed within all land use designations:

- **Day care**
- Local commercial - i.e., corner store or coffee shop
- Live/work (home occupations consistent with a residential area)
- Community buildings

## 5. Wesbrook Place - South Campus Neighbourhood Plan

### 5.1. Commercial And Mixed Use

In accordance with the Wesbrook Place **Neighbourhood Plan**, commercial and mixed uses are permitted in the village commercial centre and in the commercial area in Wesbrook Place South. Maximum commercial floor space in Wesbrook Place is 16,000 m<sup>2</sup>. Commercial use is limited to the first two storeys.

Village commercial area: Maximum commercial floor space area of 13,200 m<sup>2</sup>. Other than **Neighbourhood** grocery which may be up to 3,000m<sup>2</sup>, individual retail uses will be small, in the range of 100-350 m<sup>2</sup>.

Commercial area in Wesbrook Place South: Maximum commercial floor space area of 2,800 m<sup>2</sup>, which will include a mid-sized grocery. Community partnership and / or community amenity space, which may include non-profit and / or community use, is permitted in mixed use and commercial areas. In addition to commercial floor space, up to 465 m<sup>2</sup> (approximately 5,000 square feet) of community space and up to 185 m<sup>2</sup> (approximately 2,000 square feet) of sustainability space (e.g., sustainability hub) is permitted in Wesbrook Place South, subject to future siting and funding arrangements with the UNA or another provider.

## 5.2. Ancillary Uses

The following ancillary uses are allowed within all land use designations:

- Day care to be provided according to the Child Care Expansion Plan for UBC;
- Live/work (home occupations consistent with a residential area)
- Community buildings
- Additional ancillary uses as outlined in the **Land Use Plan** and Development Handbook

## 6. Hampton Place

- Hampton Place, a multi-family residential community, was constructed in 1989, prior to the creation of the Official Community Plan (now **Land Use Plan**) and consists of 957 units in 11 buildings.
- Live/work (home occupations consistent with a residential area)



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