



# Residential Licence Application

Bylaw and Licensing Division

604.469.4541 • www.portmoody.ca

Business licence billing period: January 1 to December 31

Business Licence No.: \_\_\_\_\_

## Address of Rental

Address: \_\_\_\_\_

Number of off-street parking spaces: \_\_\_\_\_ Number dedicated to rental: \_\_\_\_\_

This application is a:

Detached Accessory Dwelling Unit

Residential Rental Unit

Secondary Suite

Boarding - Number of rooms rented: \_\_\_\_\_

## Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## Mailing Address

Same as Owner Information

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Care of: \_\_\_\_\_

## Applicant Statement

I/we the undersigned hereby apply for a business licence in accordance with the information stated, and declare that the statements are true and correct. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in the bylaws now in force or which may hereafter come into force in the City. I/we further understand that all business licences expire on December 31 each year and must be renewed each new year. Every business licence is subject to review at any time and may be suspended or revoked for cause.

This form completed by: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The information on this form is collected under the authority of "Business Licensing and Regulation Bylaw #3000" and will be used only for the purposes related to this Bylaw. Information printed on the issued licence is a public record. Other personal information identifying the applicant or owner(s) not printed on the licence is protected under the Freedom of Information and Protection of Privacy Act.



Email this form back to [licence@portmoody.ca](mailto:licence@portmoody.ca)

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