



## Frequently Asked Questions

# Business Licence FAQs

### **Q: Do I require a Business Licence?**

A: If you carry on business within the City of Abbotsford you are required to have a business licence.

### **Q: Why does the City of Abbotsford require Business Licences?**

A: Any activity or undertaking providing professional, personal or other service for the purposes of gain or profit requires a valid business licence. For more information refer to the [Business Licence Bylaw No. 1551-2006, Part 5](#).

### **Q: Are there consequences for operating a business without a valid City of Abbotsford Licence?**

A: Yes, you can be subject to a fine.

### **Q: Can I operate a business from my residence?**

A: Certain types of business are permitted to operate from your home with restrictions. Please [CLICK HERE](#) to view home occupation guidelines.

### **Q: What are the fees for a Business Licence?**

A: For businesses located within the City of Abbotsford the fee depends on a number of factors including the licence type, subtype and nature of business. The annual base fee starts at \$130.

Businesses based outside the City of Abbotsford (Non-Resident) have an annual base fee of \$130.

For fees and information regarding Inter-Municipal Licences click here. An administration fee of \$25 is charged for all new business licence applications.

For more information about fees, refer to [Schedule B in the Consolidated Business Licence Bylaw, 2006 No. 1551-2006](#). Part of the online application process includes an online payment that accepts Visa, MasterCard and American Express.

### **Q: How do I make an application for a new Business Licence?**

A: [CLICK HERE](#) to submit a Business Licence Application. Payment is due at application completion. Once an application has been made an email confirmation will be sent to you. Once issued, a copy of the licence will be mailed out to you.



**BUILDING PERMITS & LICENCES**  
604-864-5525  
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604-864-5510  
[planning-info@abbotsford.ca](mailto:planning-info@abbotsford.ca)

### **Q: How long does it take to get a Business Licence?**

A: The processing time varies depending on the type of licence and approvals required. Please allow a minimum of 2-3 weeks from the submission of your application to issuance. Once your application has been reviewed, we will reach out with further instructions if further information is required.

### **Q: How long is a Business Licence valid?**

A: Other than Temporary Licences, a business licence is valid for a 12-month period from the date of issuance and shall expire on the last day of the 12th month. For Temporary Licences, refer to the [Business Licence Bylaw No. 1551-2006, Section 7.2](#). Once a business licence is issued, a business can start operating.

### **Q: Temporary Business Licence**

A: Temporary Business Licences are valid for 60 days. An example of a business falling under this category is door-to-door sales.