

SMALL BUSINESSES - LEGAL REQUIREMENTS

For most small businesses - legal requirements are simple:

- **Local Licencing** is controlled by the District of Maple Ridge. An application for a **Business Licence** may be obtained from the Business Licences, Permits and Bylaws Department. The application is reviewed for correct zoning for commercial and industrial land uses and for the type of business. Business licence fees in Maple Ridge range from \$110.00 and up. For more information contact the Business Licences, Permits and Bylaws Department at 604-467-7440 or 604-467-7305 or to go directly to the application forms click on the following link [Business Licence Application Forms](#).
- **Business Names, Partnerships and Limited Companies** must be registered with the Province. Names must be searched before they can be registered with the Province. You may operate as a **Sole Proprietor** under your own name without need of registration of the company name. Appropriate forms are available from the [Government Agent](#) at 604-466-7470, online at the [BC Business Registry](#), or from the Ministry of Finance & Corporate Relations at 604-775-1041.
- If your business entails the buying and selling of 7% taxable goods, you will require a **Provincial Sales Tax Licence (PST)**. Contact the [Consumer Taxation Branch](#) at 604-660-4500 or obtain a form from the [Government Agent](#) at 604-466-7470 located on the first floor at 22470 Dewdney Trunk Road.
- If you anticipate your annual gross revenue, from sales of GST taxable goods and services, will be greater than \$30,000 you are required to register for the **Goods and Services Tax (GST)**. To obtain a registration form, contact the [Canada Revenue Agency Office](#) at 1-800-959-5525.
- **Income Tax** - All individuals and corporations are liable for the payment of Provincial and Federal income tax. As a self-employed Sole Proprietor or Partner, you will file a statement of Income and Expenses with your Personal Income Tax return.
- Employers must comply with the "**Employment Standards Act**" available from the [Employment Standards Branch](#) at 604-663-3316.
- [Workers' Compensation Board](#) - When a new firm opens, it must register with the WCB's Assessment Department. There are very few types of industry or commerce that are not covered by the Act. It is the employer's responsibility to check if the company must register. Contact the WCB at 604-276-3100.

The use of outside resources such as Lawyers and Accountants should definitely be considered.

Small Business Start-up Kits can be purchased on-line from the Government Agent's Office [publications website](#).

For specific information by business sector regarding logistics, start-up costs etc. it is advisable to contact the **Canada/British Columbia Business Services Centre** at 604-775-5525 or www.smallbusinessbc.ca