

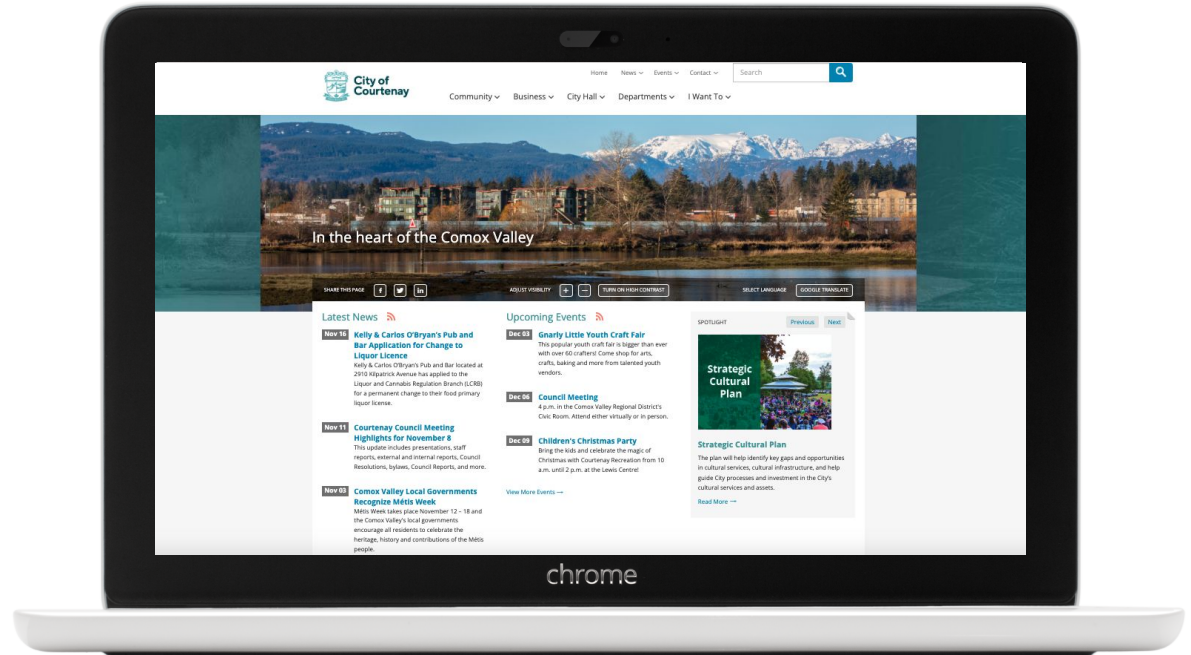
City of Courtenay's Website Redesign

Upanup Studios Inc.

Design Comparison Examples

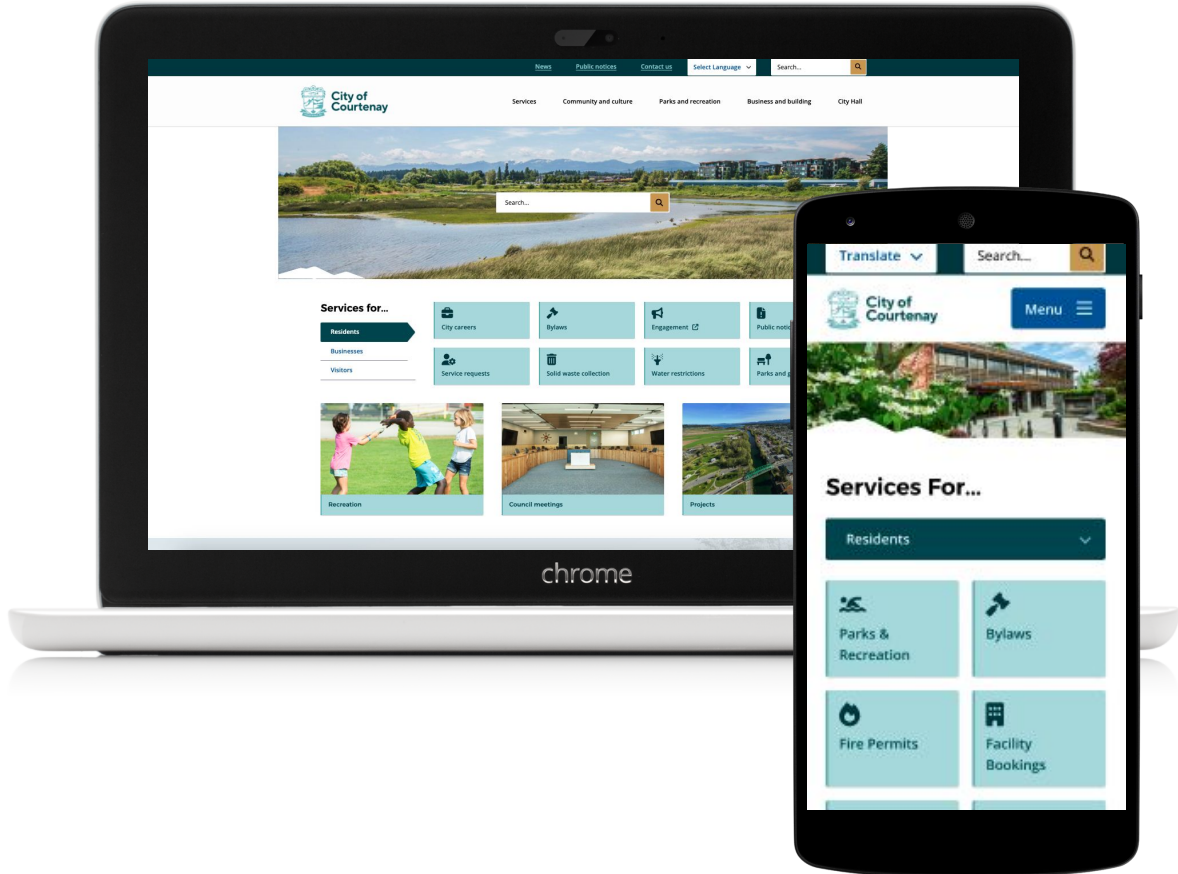
Previous Website Design (2023)

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Upanup's Custom Design (2024-2025)

- Modern
- Accessible
- User-focused
- Beautifully branded



Inside Page - Full-Width Banner

— — —

City of Courtenay

Contact Us Translate Search

Community **Business** City Hall Departments Contact

Business

- Selling to the City
- Business Licences**
 - Mobile Food Vending
 - Inter-Community Business Licence
 - Business Licence Renewals
- BizPal, Business Permits & Licences
- Economic Development
- 2023 Downtown Courtenay BIA Bylaw Renewal

Contact Us

Business Licensing

Fax: 250-703-4835
Email: businesslicence@courtenay.ca

Featured Information

Business Licences

Home > Business > Business Licences

Application Acceptance

The City of Courtenay only accepts digital applications through the links and buttons provided on the City website. Emails and other formats will not be accepted.

[Business Licence Application](#)

Business Licence Application

A Business Licence is required if you plan to carry out business within the City of Courtenay.

[Submit Application](#)


Processing Times & Payment

The processing time varies based on the type of licence and approvals required. Please allow a minimum of 2-3 weeks from the time of application to issuance. Upon review, we will be in contact with further direction.

Payment is due at issuance (not at the application stage); once your application has been approved, an invoice with payment instructions will be generated and emailed to you. Once you have received an invoice, please see our [Business Licence - Payment Guide](#) for making payment. Once payment is received, a copy of the business licence will be mailed to you.

Contact Us Translate Search...

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Home ▶ Business ▶ Business Licences

Business Licences

3 Notice(s) ▾

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[Business Licence Application](#)

Inside Page - Full-width Banner

City of Courtenay Services Community and culture Parks and recreation Business and building City Hall

Home ▶ Business and building ▶ Building services

Building services

3 Notice(s) ▾

Zero Carbon Step Code

Zero Carbon Step Code requirements take effect January 1, 2026. See 'Updates and bylaw changes' below for details.

Our Building Division is responsible for enforcing the BC Building and Plumbing Codes as well as local bylaws related to building construction. We oversee:

- Building permits and inspections
- Business licence administration
- Investigation of building-related complaints
- Technical review of development applications

We're here to help ensure construction in our community is safe, code-compliant, and aligned with municipal regulations.

Updates and bylaw changes

Open all ▶

- Zero Carbon Step Code >
- BC Building Code >
- New building bylaw >

Business and building

- Development application forms >
- Building services ▾
 - Building and plumbing permits >
 - Secondary suites
 - Property file access
- Planning and land use >
- Development engineering >
- Business resources >

Related contact(s) ▾

Operational Services
Phone: 250-338-1525
Email: operations@courtenay.ca

Planning - Development Services
Phone: 250-703-4839
Email: planning@courtenay.ca

Subdivision and Development Engineering

Inside Page - Side Bar