

Corporate Policy

100 Newport Drive, Port Moody, BC, V3H 5C3, Canada
Tel 604.469.4500 • Fax 604.469.4550 • www.portmoody.ca

Section:	Legislative and Regulatory Services	09
Sub-Section:	Business Licences – Secondary Suites	4300
Title:	No-Fee Business Licence for Secondary Suites	2018-01

Approvals

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Corporate Policy Manual

No-Fee Business Licence for Secondary Suites

Policy

There shall be no fee for a Secondary Suite Business Licence.

Definitions

Tempest System – means the City’s property and case management software.

Procedures

When entering a new secondary suite licence into the Tempest System, the Licensing Assistant will set the annual licence fee to zero.

Authority

Delegated to the Manager of Building, Bylaw, and Licensing. Any changes require the approval of Council.