

Checklist of Legal Requirements

<p>Business Registration Government Agent 681 Marine Park Drive, NE Salmon Arm, BC (250) 832-1611</p>	<p>If you are going to operate as a sole proprietor under your own name, registration is not necessary. Business names, partnerships and limited companies must be Registered with the Registrar of Companies.</p> <p>www.governmentagents.gov.bc.ca or</p> <p>One Stop Business Registration at: www.onestopbc.ca</p>
<p>Business License/ Land Use Zoning City of Salmon Arm 450 2nd Avenue NE Salmon Arm, BC (250) 832-6021 District of Sicamous 1214 Riverside Sicamous, BC (250) 836-2477 Columbia Shuswap Regional District 781 Marine Park Drive NE PO Box 978 Salmon Arm, BC (250) 832-8194 (888) 248-2773</p>	<p>If your business is located in an incorporated municipality, ie city, town, village or district you will need to obtain a business license from the municipal business license office.</p> <p>If your business is located in a municipality, check with municipal authorities to ensure conformity with zoning and building regulation. If your business is located in an unincorporated area check with the Regional District to ensure conformity with the land use designation.</p> <p>Convenient and easy to use, BizPaL can help you identify regulatory requirements by providing a single point of contact where you can access a comprehensive list of applicable business permits and licenses.</p> <p>www.bizpal.ca</p> <p>Salmon Arm: www.salmonarm.ca</p> <p>Sicamous: www.sicamous.ca</p> <p>Columbia Shuswap Regional District: www.csrld.bc.ca</p>
<p>Provincial Sales Tax Ministry of Finance 1-877-388-4440</p>	<p>You need to register to collect PST if you sell or lease taxable goods, or provide software or taxable services in the ordinary course of business in B.C. You may also need to register if you're located outside the province but make sales in B.C.</p> <p>www.sbr.gov.bc.ca Email Inquires: CTBTaxQuestions@gov.bc.ca</p>
<p>Goods & Services Tax Canada Revenue Agency 1-800-959-1953</p>	<p>If you are a business with annual sales and revenues of GST taxable goods and services of more than \$30,000 obtain a GST registration number from Revenue Canada.</p> <p>www.cra-arc.gc.ca/tx/bsnss/tpcs/gst-tps/rgstrng/menu-eng.html</p>

<p>Revenue Canada Taxation</p> <p>1-800-959-5525</p>	<p>If you will have one or more employees contact the nearest District Taxation Office for an Employer Account Number for remitting employees' Federal & Provincial Income Tax deductions, Employment Insurance premiums & Canada Pension Plan contributions.</p> <p>For information relating to payroll deductions: www.labour.gov.bc.ca/esb</p>
<p>Workers' Compensation</p> <p>1- 888- 922-2768</p>	<p>If you are hiring employees or if your business is incorporated register with the Workers Compensation Board before the commencement of business.</p> <p>www.worksafebc.com</p>
<p>Labour Requirements</p> <p>1- 800- 663-3316</p>	<p>If you are hiring employees contact the nearest office of the Provincial Employee Standards Branch for details on employer/employee rights.</p> <p>www.labour.gov.bc.ca/esb/esaguide</p>
<p>Ministry of Health Permits</p> <p>Phone: (250) 862-4200 Fax: (250) 862-4201</p>	<p>If your business handles, processes or serves food you will need to obtain a permit from the Ministry of Health.</p> <p>Interior Health Authority – Kelowna - www.interiorhealth.ca</p>
<p>Business Records</p>	<p>As required under various Acts; if you are operating a business or have self-employed income you must set up an orderly record and accounting system.</p>
<p>Income Tax</p> <p>Canada Customs and Revenue Agency</p> <p>1-800-959-8281</p>	<p>If you are self-employed as a sole proprietor or partner you will need to file a statement of income and expenses with your personal Income Tax return, or obtain professional advice to assist with tax planning.</p>