Registrations, Licences and Permits

What a new business in the Shuswap may need to register for, and where to go for each. Tick each one off as you finish it. Not every item applies to every business.

Rules and thresholds change, so check each body's website for the current requirement (checked October 2026). Questions? Call us at 250.803.0156 and we will help you work out what applies.

Business name | **Your name** | **Date**

Start here

- [ ] **Find every permit and licence that applies to you**
  BizPaL asks where you are and what kind of business you run, and lists the federal, provincial and local permits and licences you need.
  bizpal.ca
  Notes or date done

Registering the business

- [ ] **Register or reserve your business name**
  A sole proprietor trading under their own legal name does not need to register. A business name, a partnership or a corporation must be registered with BC Registries.
  bcregistry.gov.bc.ca
  Notes or date done

- [ ] **Get a Business Number**
  Your federal Business Number, from the Canada Revenue Agency. You need it for GST/HST, payroll and import or export accounts.
  canada.ca — search “business number”
  Notes or date done

Local government

- [ ] **Get a business licence**
  Inside a municipality — such as Salmon Arm, Sicamous, Chase or Enderby — you need a business licence from the municipal office.
  Your municipality's website
  Notes or date done

- [ ] **Check zoning and building rules**
  In a municipality, check that your location's zoning and building regulations allow the business. Outside a municipality, check the land use designation with your regional district — the Columbia Shuswap Regional District for most of the Shuswap.
  csrd.bc.ca
  Notes or date done

Sales taxes

- [ ] **Register for GST/HST**
  Required once your taxable sales pass $30,000 in any four consecutive calendar quarters, or in a single quarter. You may register voluntarily before that.
  canada.ca — search “register for GST/HST”
  Notes or date done

Community Futures Shuswap

Register to collect PST
If you sell or lease taxable goods, or provide software or taxable services, in BC. The services that are taxable changed on 1 October 2026 — check the current list.

gov.bc.ca/pst

Notes or date done

If you hire employees

Open a payroll account with the Canada Revenue Agency
To remit income tax, Canada Pension Plan and Employment Insurance deductions.

canada.ca — search “payroll account”

Notes or date done

Register with WorkSafeBC
Required as soon as you hire anyone — full-time, part-time or casual, and some contractors. If your business is incorporated and you are actively involved in it, you count as a worker, so the company must register even with no other staff.

worksafebc.com

Notes or date done

Know the employment standards
Minimum wage, hours, overtime, vacation, statutory holidays and sick leave, under BC's Employment Standards Act.

gov.bc.ca/employmentstandards

Notes or date done

Health and safety

Set up your workplace health and safety
Every employer must meet WorkSafeBC's Occupational Health and Safety Regulation. Its small business pages walk through what a small employer needs.

worksafebc.com — small businesses

Notes or date done

Consider WorkSafeBC Personal Coverage
A sole proprietor or partner with no workers does not need coverage, but can buy Personal Coverage for their own lost income and medical costs if injured at work.

worksafebc.com

Notes or date done

Get a food premises permit
If your business makes, handles, sells or serves food, you need a permit from Interior Health.

interiorhealth.ca

Notes or date done

Records and income tax

Keep proper business records
Every business must keep orderly records and books. Keep receipts and records for at least six years.

canada.ca — search “keeping records”

Notes or date done

Report your business income
A sole proprietor or partner reports business income and expenses on their personal tax return. A corporation files its own return. A tax professional can help you plan.

canada.ca

Notes or date done