



ODI TRADE LICENSE APPLICATION CHECKLIST 2024



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Required Documentation

- Completed Application Form for Trade/Business License
- Valid Social Security Card or Passport
- Valid Permanent Residence required for ALL non-Belizeans
- Business Registration & Short Business Extract (Online-Re-registration @BCCAR)

Property Ownership or Renting:

- Land Register Report dated within 3 months of issuance from Ministry of Natural Resource
- Property and Garbage tax **MUST** be at a zero balance as well as all other outstanding fees

If Renting – Applicant **MUST** provide:

- Signed** Rental/Lease Agreement OR Letter of Authorization from property owner sign by JP
- Property owner's valid Social Security card or passport

Businesses registered under Chapter 250 registration by a corporation (LTD., LLC, and LLP.)

- Business Registration & Detailed Extract About Company (New Business) & Certificate of Good Standing (Existing Business) (Online-Re-registration @BCCAR)

NOTE:

- Applicants that are operating from a property that is not in their name and rent-free must provide an authorization letter from property owner signed by a Justice of the Peace.
- Any other supporting documentation which can include: copy of licenses, accreditations, professional certificates etc., in relation to said business can be submitted for further consideration.
- Free quarterly meetings are held January, April, July and October for review and approval of applications by the Trade Licensing Board. Businesses can pay \$150.00 for a special trade license meeting if application is submitted outside of the timeline of the quarterly schedule.
- Businesses that are already in operation prior to applying for a trade license are **REQUIRED** to pay \$150.00 fee for special trade license meeting.
- Incomplete applications **Will Not** be accepted by the Council. All necessary supporting documentation must be submitted in order to commence the Trade License Process.