



BUSINESS LICENCE APPLICATION – BED & BREAKFAST

CITY OF WEST KELOWNA

Legislative Services – Business Licensing
2760 Cameron Road, West Kelowna, BC V1Z 2T6
Phone: 778-797-8810, Fax: 778-797-1001

Business Name:		
Business Physical Address:		
Mailing Address:		
City:	Province:	Postal Code:
Business Phone:	Home Phone:	
Email Address:	Fax:	
Detailed description of business operation:		
Owner(s) Name:		
Owner's Address (if different from mailing address above):		
City:	Province:	Postal Code:

How many guest rooms are you intending on renting?
Do you have off street parking available, other than your driveway?
Do you reside in the principal dwelling?
If NO, please explain:

<p>With your application, please include the following:</p> <ul style="list-style-type: none">-A site plan depicting the location of the available off street parking-House floor plans indicating which bedrooms are designated for the Bed & Breakfast, along with dimensions.
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<p>A mandatory inspection is required for all Bed and Breakfasts. It is the responsibility of the applicant to arrange for the required inspections by calling the inspector directly to arrange a date and time.</p> <p>Fire Department: 778-797-3200 Building Inspection: 778-797-8820</p>

NOTE: If you will be doing any type of construction to the premises to which you are applying for a business licence, you may need to apply for a Building Permit. Section 7.2 of Building Bylaw No. 0086 states: **“No person shall commence construction of any project for which a permit is required, without first obtaining a permit for that purpose from the Building Inspector.”**

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Corporate Services Department, City of West Kelowna, phone 778-797-2250.

Let’s change that to : I/we understand that the granting of a business license is dependent being in compliance with the bylaws of the Cityt and that the proposed business would not be carried out in contravention of the *Criminal Code* or the *Controlled Drugs and Substances Act*. I/we undertake, if granted the license applied for, to comply with each and every obligation contained in the bylaws now in force or which hereafter come into force in the City of West Kelowna.

Signed: _____

Dated: _____

Municipal Business Licence Fee – Bed & Breakfast			
TIER 2	Full year: Jan 1 – Dec 31 \$135 <input type="checkbox"/>	After April 1 \$101.25 <input type="checkbox"/>	After July 1 \$67.50 <input type="checkbox"/>
			After Oct 1 \$33.75 <input type="checkbox"/>

OFFICE USE ONLY		
Business Licence Number:		
REFERRALS	REFERRAL DATE	COMMENTS
Building		
Fire Dept.		
Utilities		
Business Licensing Officer:		
Approved: Yes <input type="checkbox"/> No <input type="checkbox"/> Date: _____ Signature: _____		