

## HOW DO I APPLY FOR A BUSINESS LICENCE?

Application forms are available at:

- City of West Kelowna Municipal Hall
- [www.westkelownacity.ca](http://www.westkelownacity.ca)

The City of West Kelowna has four different application forms, depending on the type and location of your business:

- Commercial / Industrial
- Bed & Breakfast
- Home Based Business
- Non-Resident Business

If you are unsure which application form to use, please contact us at 778-797-8810.

Payment is required to process your application. The city accepts debit, cash or cheque as payment options.

## HOW CAN I GET MORE INFORMATION?

For further information, please contact 778-797-8810, or email [info@westkelownacity.ca](mailto:info@westkelownacity.ca).

Applications can be obtained by going to main reception at Municipal Hall or visiting [www.westkelownacity.ca](http://www.westkelownacity.ca).

*Please Note: The information in this brochure does not apply to Westbank First Nation or any other local government jurisdiction. It pertains to City of West Kelowna only.*



### Contact Us

City of West Kelowna  
2760 Cameron Road  
West Kelowna, BC V1Z 2T6

Tel.: 778-797-1000

Fax: 778-797-1001

Email: [info@westkelownacity.ca](mailto:info@westkelownacity.ca)

Web: [www.westkelownacity.ca](http://www.westkelownacity.ca)

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## A GUIDE TO BUSINESS LICENCES

The operation of all business activity within the City of West Kelowna requires a Business Licence.

### This Guide Explains:

- How to apply for a business licence
- What is required at the time of application
- The types of business licences
- Applicable fees and charges
- Inter-Community Business Licence information

*This brochure is a guide only. It is general in nature and is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable bylaws, plans, policies or guidelines will be resolved by referencing bylaws and/or other official documents.*

## WHAT IS REQUIRED WITH MY APPLICATION?



Depending upon the type of business, documentation may be required in order to complete the application.

### Commercial / Industrial

Please provide a site plan indicating which part of the building you occupy and the location of all available parking.

### Bed and Breakfast

Please provide house floorplans indicating which bedrooms are designated for the bed and breakfast. Include room dimensions.

A site plan depicting the location of the available off street parking will be required.

### Mobile Vending

Provide evidence that all vehicles intended for use as mobile restaurants are insured under a comprehensive liability policy or insurance for two million dollars.

The City of West Kelowna must be named as an additional insured party.

## HOW MUCH DOES A BUSINESS LICENCE COST?

The City of West Kelowna has a three tiered licence fee system; and, fees are pro-rated quarterly for **new** applications:



### Tier 1

- Annual fee of \$60.00
- Applies to most home based businesses, and commercial / industrial office subleases

### Tier 2

- Annual fee of \$135.00
- Applies to home based daycares, bed and breakfasts, businesses in commercial and industrial locations, except subleases

### Tier 3

- Annual fee of \$360.00
- Applies to pawn shops and pubs

### Inter-Community Business Licence

- Annual fee of \$150.00
- Please see Fees and Charges Bylaw No. 0028 for more information.

## INTER-COMMUNITY BUSINESS LICENCE

If your business operates in more than one community, you may be eligible to purchase an Inter-Community Business Licence.

This program allows businesses to purchase their municipal licence and only one additional licence, instead of having to purchase one within each municipality that they operate. This licence is available for an *additional* \$150.00; the fee is prorated on a quarterly basis.

A business that operates a mobile business may only purchase an inter-community licence from the municipality in which they are resident. If the applicant does not maintain a premise in any of the participating municipalities, they may apply at any one of the participating municipalities.

Certain types of businesses are ineligible for an inter-community licence, such as escort agencies, body rub services and vehicles for hire (taxis, limousines and buses). Such businesses require a licence from each municipality in which they operate.

For a list of all participating municipalities, please see the Inter-Community Business Licence Pamphlet.

Please note: If you obtain an inter-community licence for a mobile vending vehicle, it does not exempt you from any other municipality's mobile vending policies, permits and licensing requirements. Prior to operating your business in any other municipality, check with their office to ensure you meet their regulations.