



## BUSINESS LICENCE APPLICATION – COMMERCIAL / INDUSTRIAL

### 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 (include unit #):		
Mailing Address:		
City:	Province:	Postal Code:
Business Phone:	Home Phone:	
Email Address:	Fax:	
Detailed description of business operation (list all uses that will occur as part of the business operation):		
Business Owner(s) Name:		
Business Owner's Address (if different from mailing address above):		
City:	Province:	Postal Code:
Building / Property Owner's Name:		Phone:
Building / Property Owner's Address:		
City:	Province:	Postal Code:
Number of dedicated and marked parking stalls:		
Interior storage requirements:		
Exterior storage requirements:		
Expected date of occupancy:		
Is your business a sublease to an existing business within the same unit or building?		
If YES, please specify which business?		

**A mandatory inspection is required for any commercial / industrial property, with the exception of subleases.** It is the responsibility of the applicant to arrange for the required inspections by calling the inspector directly to arrange a date and time. The occupancy must not be opened to the public until the inspections are satisfactory.

Fire Department: 778-797-3200  
 Building Inspection: 778-797-8820

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 Legislative Services Department, City of West Kelowna, phone 778-797-2250.

**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.”**

I/we understand that the granting of a business license is dependent being in compliance with the bylaws of the City 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

If you are unsure which tier your business falls into, please refer to Schedule 16 of Fees & Charges Bylaw 0028, or contact our office.

<b>TIER 1</b>	Full year: Jan 1 – Dec 31, \$60 <input type="checkbox"/>	After April 1, \$45 <input type="checkbox"/>	After July 1, \$30 <input type="checkbox"/>	After Oct 1, \$15 <input type="checkbox"/>
<b>TIER 2</b>	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"/>
<b>TIER 3</b>	Full year: Jan 1 – Dec 31, \$360 <input type="checkbox"/>	After April 1, \$270 <input type="checkbox"/>	After July 1, \$180 <input type="checkbox"/>	After Oct 1, \$90 <input type="checkbox"/>

### Inter-Community Licence Fee

To determine if you qualify for an Inter-Community Business Licence please refer to the ICBL Pamphlet

**Note:** This fee is in addition to the required municipal licence fee

Full year: Jan 1 – Dec 31, \$150 <input type="checkbox"/>	After April 1, \$112.50 <input type="checkbox"/>	After July 1, \$75 <input type="checkbox"/>	After Oct 1, \$37.50 <input type="checkbox"/>
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### OFFICE USE ONLY

Business Licence Number: \_\_\_\_\_

REFERRALS	REFERRAL DATE	COMMENTS
Building		
Planning		
Fire Dept.		
Interior Health		
RCMP		
Utilities		

**Business Licensing Officer:**

Approved: Yes  No  Date: \_\_\_\_\_ Signature: \_\_\_\_\_