



**BUSINESS LICENCE APPLICATION – HOME BASED BUSINESS  
CHILD CARE**

**CITY OF WEST KELOWNA**  
Development Services – Business Licensing  
2760 Cameron Road, West Kelowna, BC V1Z 2T6  
Phone: 778-797-8811, Fax: 778-797-1001

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

What part of the home is the business located? (identify rooms, garage, etc.)	
Do you reside in the principal dwelling? If NO, please explain:	
How many children will be attending:	What are the ages of the children?

**With your application, please include the following:**  
 Site plan depicting the location of available off street parking for staff and parents.  
 Floor plans for each level of the house labeling:

- All rooms being used as part of the business operations;
- The location of all smoke and carbon monoxide alarms on all levels. The alarms must meet the requirements of the BC Building Code in effect at the time of application;
- Size of window openings (egress) located in the bedroom(s) that will be used for the business operations;
- Location, type and size of fire extinguisher(s).

**Inspections**  
 An inspection is required by both the Fire and Building Departments as part of the licensing process. It is the responsibility of the applicant to arrange the required inspections by calling the departments directly. Please allow a minimum of two days between application and calling to book the inspections to allow for processing.  
 Fire Department 778-797-3200  
 Building Department 778-797-8820

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

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.

**TIER 1** Full year: Jan 1 – Dec 31, \$60  After April 1, \$45  After July 1, \$30  After Oct 1, \$15   
**TIER 2** Full year: Jan 1 – Dec 31, \$135  After April 1, \$101.25  After July 1, \$67.50  After Oct 1, \$33.75

**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  After April 1, \$112.50  After July 1, \$75  After Oct 1, \$37.50

**OFFICE USE ONLY**

**Business Licence Number:**

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

**Business Licensing Officer:**

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