



BUSINESS LICENCE APPLICATION – HOME BASED BUSINESS

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:		
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:	
Is the home based business (HBB) located within a secondary suite?	
Number of square feet utilized for HBB:	Will customers be coming to the residence?
Does your business require outdoor storage?	
Does your business require you to park commercial vehicles at your residence?	

Daycares

Please note that Home Based Daycares are required to have Interior Health approval, as well as a mandatory inspection by the Fire and Building Departments. It is the responsibility of the applicant to arrange for the required inspections by calling the inspector directly to arrange a date and time.

Fire Department: 778-797-3200

Building Inspection: 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: _____