



Section 1: Business Contact Information

Business Name:

Business Physical Address (include unit #):

Mailing Address:

City:

Province:

Postal Code:

Business Phone:

Business Email:

Owner(s) Name:

Section 2: Business Use Information

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 located within a secondary suite?

How many children will be attending?

What are the ages of the children?

Detailed Description of business operation:

I understand that any type of construction to the premise, for which I am applying for a business licence, may require 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.”**

Section 3: Required Documentation

Floor plans for each level of the home indicating:

- 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
- Location, type and size of fire extinguisher(s)
- Size of window openings (egress) located in the bedroom(s) that will be used for the business operations

Site plan indicating:

- where the home is situated on the property (include property lines)
- the location of available off street parking for staff and parents – must be within the property lines and include dimensions

Inspections: Inspection are 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 applying and calling to book the inspections to allow for processing time.

Fire Department: 778-797-3200

Building Department: 778-797-8820

Section 4: Signature

- I understand that the granting of a business licence is dependent on being in compliance with the Bylaws of the City of West Kelowna and that the proposed business would not be carried out in contravention of the *Criminal Code* or the *Controlled Drugs and Substances Act*.
- I undertake, if granted the licence 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.
- I understand that licenses are automatically renewed and applicable fees are charged. Should I choose to no longer operate this business, it is my responsibility to advise the City of West Kelowna, in writing, to cancel the business licence prior to December 31.
- I will provide written notification to the City of West Kelowna of any name, address, or ownership changes.

Signed

Dated

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.

Section 5: Business Licence Fees

Municipal Business Licence Fee

TIER 2 Full year: Jan1-Dec 31: \$135 After April 1: \$101.25 After July 1: \$67.50 After Oct 1: \$33.75

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: