

HOW DO I APPLY FOR A BUSINESS LICENCE?

The application forms are available at
— District of West Kelowna offices,
— www.districtofwestkelowna.ca

The District 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 our office.

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

HOW CAN I GET MORE INFORMATION?

For further information, please contact
778-797-8820, or email
info@districtofwestkelowna.ca.

Applications can be obtained at the Building & Regulatory Services Department at the District office or online at
www.districtofwestkelowna.ca.

Please Note: The information in this brochure does not apply to Westbank First Nation Land. It pertains to District of West Kelowna only.



District of West Kelowna

2760 Cameron Road

West Kelowna, BC V1Z 2T6

Phone: 778-797-1000

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A GUIDE TO BUSINESS LICENCES

The operation of any business activity within the District of West Kelowna (DWK) requires a Business Licence

This Guide Explains:

- How to make a business licence application
- What is required when you make your application
- Fees and charges
- Inter-Community Business Licence

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 reference to the bylaws, or other official documents.

WHAT IS REQUIRED WITH MY APPLICATION?

Depending upon the type of business, there may be additional documentation required in order to process your application.

Commercial / Industrial Locations

-Please provide a site plan indicating which part of the building you occupy, as well as the available parking.

Bed & Breakfasts

-Please provide house floor plans indicating which bedrooms are designated for the B&B, along with dimensions.

-Site plan depicting the location of the available off street parking.

Mobile Vendors

-Provide evidence that all vehicles intended for use as mobile restaurants are insured under a comprehensive liability policy or insurance for two million dollars with the District named as additional insured



HOW MUCH DOES A BUSINESS LICENCE COST?

The District has a three tiered licence fee system. All licence fees are pro-rated quarterly for new applications.

Tier 1 — Annual fee of \$60.00

Most home based businesses, and subleases of commercial / industrial offices

Tier 2 — Annual fee of \$135.00

Home based daycares, bed & breakfasts, businesses in commercial / industrial locations (except subleases)

Tier 3 — Annual fee of \$360.00

Pawn shops and pubs

Inter-Community Business Licence

Annual fee of \$150.00

Please see Fees & Charges Bylaw # 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 a licence with each municipality in which they operate. This licence is available for an *additional* \$150.00; this fee is prorated on a quarterly basis.

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

Certain types of businesses are not eligible for an Inter-Community Licence, such as escort agencies, body rub services and vehicles for hire (taxis, limousines and buses). These 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.