



Section 1: Business Contact Information

Business Name:

Business Owner(s) Name:

Business Physical Address (include unit #):

City:

Province:

Postal Code:

Mailing Address (if different from above):

City:

Province:

Postal Code:

Business Phone:

Home Phone:

Email Address:

Section 2: Business Information

What part of the home is the business located? (Identify rooms, garage, etc.)

Number of square feet utilized for HBB:

Do you have one off street parking space available as required by Zoning Bylaw No. 0265?

Will customer be coming to the residence?

Are you the registered homeowner?

If NO, please complete the Owner’s Authorization Form.

Do you reside in the principal dwelling?

If NO, please explain:

Does your business require outdoor storage?

Does your business require you to park commercial vehicles at your residence?

Please describe the business activities in detail:

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: Business Licence Fee

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 Apr 1, \$45 After July 1, \$30 After Oct 1, \$15

TIER 2 Full year: Jan 1 – Dec 21, \$135 After Apr 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 Apr 1, \$112.50 After July 1, \$75 After Oct 1, \$37.50

This form is an application only. Business operation is not permitted until this application has been approved by a Business Licensing Officer. Application processing time can take 2-6 weeks.

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 purpose 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: 778-797-2250.