



Section 1: Business Information

Business Name (As Advertised):

Business Owner/Operator Name(s):

Address:

City:

Province:

Postal Code:

Phone:

Email:

Mailing Address (if different from above):

City:

Province:

Postal Code:

Applicant Status:

Owner on Title OR Operator with owner consent (authorization form required)

Section 2: Property Information

Confirmation of Farm Status: Yes No

Zone Code: A1 RU2 RU3 RU4 RU5

Parcel Size: Less than 4.9 ac – not permitted 4.9 ac to 18.8 ac Greater than 18.8 ac

Number of Rental Bedrooms:

Parcel size 4.9 ac to 18.8 ac 1 bedroom 2 bedrooms 3 bedrooms 4 bedrooms

Parcel size greater than 18.8 ac _____ bedroom(s) -Max 10 rental bedrooms

Parking Requirements:

One off-street parking space/rental bedroom is required – this is in addition to the 2 required spaces for the principal residence.

No. of parking spaces provide: _____

Section 3: Required Documentation

Floor plan for the entire dwelling clearly indicating the following:

- Which bedrooms are designated for the Agri-Tourism Accommodation
- Location of windows in all bedrooms
- Location of smoke and carbon monoxide alarms - * **all required to be hardwired and interconnected**
 - Smoke alarms – in every bedroom in the entire dwelling
 - Carbon monoxide – either dual heads or within 5m of every bedroom (1 per level)
- Location of fire extinguishers (2A10BC, mounted in a visible location), and fire exits

***Note: The city may have copies of current house plans for use-please contact us if needed.**

Fire Evacuation Plan – one plan created for each rental bedroom

- Each plan is to show the evacuation route from the specific bedroom that it is created for and must include the same information as shown on the example.

***Note: The Fire Safety Plan must be posted in all bedrooms and by the main exits.**

Site Plan/Parking Plan showing the following:

- Location and dimensions of available off-street parking for the Agri-Tourism Accommodation
- Location of the required parking spaces for the principal residence (2 spaces required)

Owner Authorization – if applicable

Section 4: Inspections

A safety inspection of the Agri-Tourism Accommodation is required once the application form has been submitted. This can be booked at the time of application or by calling the business licencing department at 778-797-8811.

Section 5: Business Licence Fee

Municipal Business Licence Fee

TIER 2 Full year: Jan 1 – Dec 31, \$135 After Apr 1, \$101.25 After July 1, 67.50 After Oct 1, \$33.75

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.

***Provincial Registration is required once the Business Licence has been issued [Short-term rental registration - Province of British Columbia \(gov.bc.ca\)](http://www.gov.bc.ca)**

Section 6: 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: