

**CITY OF WEST KELOWNA**

Development Services —Business Licencing  
3731 Old Okanagan Hwy, West Kelowna, BC, V4T 0G7  
Phone: 778-797-8811

**Non-Resident  
BUSINESS LICENCE  
APPLICATION****Section 1: Business Contact Information**

Business 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:

Owner(s) Name:

**Section 2: Business Information**

Detailed description of business operation:

**Section 3: Business Licence Fee****Municipal Business Licence Fee****TIER 1** ☐ Full year: Jan 1 – Dec 31: \$60 ☐ After Apr 1: \$45 ☐ After July 1: \$30 ☐ After Oct 1: \$15**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 Aug 1: \$75

**This form is an application only. Business operation is not permitted until this application has been approved by a Business Licencing 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.