**CITY OF WEST KELOWNA**
Development Services – Business Licensing
3731 Old Okanagan Hwy, West Kelowna, BC, V4T 0G7
Phone: 778-797-8811

# *Commercial/Industrial* BUSINESS LICENCE APPLICATION

## Section 1: Business Contact Information

| | |
|---|---|
| Business Name: | |
| Business Physical Address (include unit #): | |
| Mailing Address:<br>City: Province: Postal Code: | |
| Business Phone: | Business Email: |
| Business Owner's Name(s): | |

## Section 2: Building/Property Owner Information

| | |
|---|---|
| Building/Property Owner's Name: | |
| Corporation Name or Number: | |
| Mailing Address:<br>City: Province: Postal Code: | |
| Phone: | Email: |
| Classification of the building: | Classification of the space: |
| Overall size of the building: | Overall size of the business space: |
| Previous business use: | |

**Alterations or Tenant Improvements:**

In many cases, tenant improvements are required to accommodate business operations that result in a departure from the original building design. Have you, or will you make any changes that require a building permit?

☐ Yes – See below ☐ No – See declaration section on page 2

What changes will be made to the space?

**Tenant Improvement Declaration**

***I hereby declare that no unauthorized alterations, changes, or tenant improvements requiring a building permit have taken place.***

***Building Owner Name:*** _____ ***Signature:*** _____ ***Date:*** _____

***Tenant Name:*** _____ ***Signature:*** _____ ***Date:*** _____

## Section 3: Business Information

**Intended Use of Space:**

Anticipated opening date:

*Please describe business activities below*

| Does the location require new signs or alteration of existing signs?<br><br>***A sign permit may be required for new or altered signs.** | If yes, please describe type of sign(s): |
|---|---|

Please list any hazardous material that may be used on the premises (Material name(s) and quantities):

Will the materials be stored indoors or outdoors? _____

Please describe any hazardous operations that may be taking place on the premises.

| | |
|---|---|
| Is your business a sublease to an existing business within the same unit or building?<br>Yes ☐ No ☐ | If yes, business name:<br>Contact Name: Phone: |
| Are you operating a daycare?<br>Yes ☐ No ☐ | Number of children: Age range:<br>Interior Health Approval: |
| Are you operating a restaurant/café?<br>Yes ☐ No ☐ | Total number of seats: Food preparation on site:<br>Interior Health Approval: |
| Will you be serving alcohol?<br>Yes ☐ No ☐ | Food Primary ☐ Liquor Primary ☐ With Endorsement By<br>Liquor Licence No: |
| Total number of employees: | Number of Parking Spaces: |
| Total Floor Area (sq ft) Public Occupancy: | Storage/Office: |
| Total floor area of mezzanine and use (if applicable): | |

## Section 4: Required Documentation

Corporate Registry document if business owner or building/property owner is a corporation or a Numbered Company.

A detailed floor plan identifying the use of each area and space, including dimensions. Please label all exits and emergency lighting locations.

A detailed site plan indicating where the building is situated within the property lines. Highlight the space occupied by the business within the building and specifying the use of any adjacent spaces. Include designated parking spaces with accurate dimensions.

## Section 5: 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:** _____

**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.**

A mandatory inspection may be required for any commercial/industrial property prior to receiving your business licence. It is the responsibility of the applicant to arrange for the required inspections, **once the application is made**, by calling the department directly.

**City of West Kelowna fire Department**: 778-797-3200
**City of West Kelowna Building Department**: 778-797-8811
**Technical Safety BC (Electrical/Gas):** 866-566-7233

## Section 6: Business Licence Fees

### Municipal Business Licence Fee

If you are unsure which tier your business falls into, please refer to schedule 16 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 31: $135 | ☐ After Apr 1: $101.25 | ☐ After July 1: $67.50 | ☐ After Oct 1: $33.75 |
| **TIER 3** | ☐ Full year: Jan 1-Dec 31: $360 | ☐ After Apr 1: $270 | ☐ After July 1: $180 | ☐ After Oct 1: $90 |

### Inter-Community Licence Fee

Full year: ☐ Jan1-Dec 31: $150 ☐ After August 1: $75

To determine of you qualify for an Inter-Community Business Licence, please refer to the Inter-Community Business Licence Pamphlet. Note: This fee is in addition to the required municipal licence fee.