



Business Licence Application

171 Main St. | Penticton B.C. | V2A 5A9

www.penticton.ca | P: (250)490-2488

E: businesslicences@penticton.ca

penticton.ca

Type of application (check all that apply)	Cost
<input type="checkbox"/> Commercial Location <input type="checkbox"/> Home Occupation <input type="checkbox"/> Seasonal – 6 month <input type="checkbox"/> Seasonal – 1 month <input type="checkbox"/> Intercommunity business licence (if you also work in other Okanagan areas) <input type="checkbox"/> Vacation rental <input type="checkbox"/> Bed and Breakfast <input type="checkbox"/> Rental Property – Secondary Suite or Apartment Building	<input type="checkbox"/> Location outside of Penticton limits \$175/year to do business in Penticton \$100/ 6 month or \$35/ 1 month \$150/year + \$175 Penticton licence fee
Please also complete the additional form for accommodation businesses	

Business Information

Legal name of company:

Doing Business As (trade name):

Business Phone #: Website:

Physical Address:

Mailing Address (if different from above): Province:

Postal Code:

Business description:

Online E-Directory Listing – Would you like your business name, phone number, description & website included in our E-Directory on the Penticton.ca website? Yes No

Owner Information

Name: E-mail address:

Phone: Cell #:

Mailing Address: Province:

Postal code:

Owner Information (for multiple owners)

Name: E-mail address:

Phone: Cell #:

Mailing Address: Province:

Postal code:

Further Business information

Please describe your products, particularly the most popular. What do you do or sell?

NAICS code (leave blank if unknown):

The North American Industry Classification System (NAICS) is the standard used by Federal statistical agencies in classifying business establishments for the purpose of collection, analyzing and publishing statistical data.

For Trades

Plumbing #:

Fire Suppression #:

Gas #:

Electrical #:

For Rental Accommodations (inc. B&B's, vacation rentals, secondary suites, RV parks and Campgrounds)

How many rooms (or campsites) are available for rent?

For Home Occupations

Total Sq ft of residence:

Sq ft of business area:

How many non-resident employees will you have?

Emergency Contact/Out of Office – Emergency contacts are very important. The City would use these to provide timely information about urgent service disruptions or evacuations. Make sure the numbers you provide are best for our of hours contact. Personal information is collected pursuant to Sec 26 of the FIPP Act.

Name:

Phone #:

E-mail address:

Cell #:

Permits

- Will you use a commercial vehicle to deliver goods, move between job sites, or complete other business activities?
 Yes **No** If you answered yes, you may require a Commercial Vehicle Decal
- Will you be doing any renovations to the building?
 Yes **No** If you answered yes, you may require a Building Permit
- For public safety, signs mounted to the building exterior require professional installation and permits. Are you adding a new sign?
 Yes **No** If you answered yes, you may require a Sign Permit

Please Note: Interior Health approval will be required for business' operating as daycares, food retail, or personal services (i.e. tattoo shops, tanning salons, hair salons, therapists, etc).

Data Collection

of Penticton employees: Full Time _____ Part-Time _____ Seasonal _____ Do you expand seasonally? _____

Where are your customers? **Local** **Regional** **Provincial** **National** **International**

Permissions

CASL & Electronic City Communications – I understand that from time to time my organization may receive informational email messages related to doing business in the City of Penticton.

I agree I would not like to receive these messages

The Chamber of Commerce – If you would like the Chamber to connect with you about membership, please let us know.

Share my info with the Chamber No, thank you

For more information about the collection, use and disclosure of your personal information under FIPP Act, contact Corporate Services 250-490-2405

Acknowledgement

I hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I undertake to comply with all present and future Bylaws of the City of Penticton. I also understand, payment of the business licence fee in advance does not guarantee approval of the licence and I cannot commence business until such a time as a business licence has been approved and issued.

Date: _____

Name: _____

Signature: _____