



# Business Licence Application

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

[www.penticton.ca](http://www.penticton.ca) | P: (250)490-2488

E: [businesslicences@penticton.ca](mailto:businesslicences@penticton.ca)

**penticton.ca**

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



# Accommodation Business Information

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Type of application		Cost	
<input type="checkbox"/> <b>Bed &amp; Breakfast</b> <input type="checkbox"/> <b>Rental Property – Secondary Suite or Apartment Building</b> <b>Apartment Building – Number of units</b> _____	<b>Business Licence Fee</b> \$175/year to do business in Penticton	<b>Tourism Fee</b>	
		\$200	
		N/A	
Vacation Rental Types (For the rental of any dwelling unit or single family dwelling):			
<input type="checkbox"/> <b>Minor Vacation Rental</b> “Vacation Rental (Minor)” means a vacation rental operation of less than 30 rental days within a year and the owner is a principal resident during guest use. Maximum rental accommodation would be two (2) persons per bedroom with a maximum of six (6) guests. This would involve the rental of room(s), legal secondary suite or carriage home. (Bylaw 2017-15)		\$100	\$100
<input type="checkbox"/> <b>Major Vacation Rental:</b> “Vacation Rental (Major)” means a vacation rental operation of more than 30 rental days within a year or with a non-resident owner during guest use. Maximum rental accommodation would be two (2) persons per bedroom with a maximum of six (6) guests. This would involve the rental of any dwelling unit or single family dwelling. (Bylaw 2017-15)		\$150	\$200
<input type="checkbox"/> <b>Major Vacation Rental – High Occupant</b> “Vacation Rental (Major High Occupant)” means a major vacation rental use with more than six (6) guests for a minor or major vacation rental. This would require additional staff review time and public consultation with the adjacent neighbouring properties. (Bylaw 2017-15)		\$250 Plus an initial fee of \$250 for public notification fee	\$300
Additional Information for Vacation Rentals			
<b>Number of Bedrooms</b> _____	<b>Number of Persons</b> _____	<b>Permit Contact Phone Number</b> _____	Are you the property owner? <input type="checkbox"/> Yes <input type="checkbox"/> No Owner lives onsite? <input type="checkbox"/> Yes <input type="checkbox"/> No To be posted on Vacation Rental Permit Placard for emergency or nuisance situations
Property Information			
<b>Street Address:</b> _____			
<b>Applicant Name:</b> _____			
<b>Rental Name:</b> _____			
<b>Rental Website</b> (if applicable): _____		<b>Rental Phone</b> (if applicable): _____	
<b>Where are you promoting your rental?</b> _____ _____ _____			