



# Business Licence Application

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

www.penticton.ca | 250-490-2488

businesslicences@penticton.ca

[penticton.ca](http://penticton.ca)

## Type of application (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Commercial location   | <input type="checkbox"/> Location outside of Penticton limits |
| <input type="checkbox"/> Home occupation   | <input type="checkbox"/> Special event                        |
| <input type="checkbox"/> Vacation rental   | <input type="checkbox"/> Bed & breakfast (in the home)        |
| <input type="checkbox"/> Seasonal - 6 month  | <input type="checkbox"/> Seasonal - 1 month                   |
| <input type="checkbox"/> Intercommunity business licence<br>(if you work in all of the Okanagan) |   |

## Cost

\$165/ year to do business in Penticton

\$200/ year tourism fee + \$165 licence

\$100/ 6 month    \$35/ 1 month

\$150/ year + \$165 licence fee

## Owner information

Name:	E-mail address:	
	Phone #:	Cell #:
Mailing address:	City:	
	Province:	
	Postal code:	

## Owner information (for multiple owners)

Name:	E-mail address:	
	Phone #:	Cell #:
Mailing address:	City:	
	Province:	
	Postal code:	

## Business information

Legal name of company:	
Doing business as (trade name):	
Business phone #:	Business website:
Location of business:	
Mailing address (if different from above):	City:
	Province:
	Postal code:

Business description:

## Business information continued

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 collecting, analyzing, and publishing statistical data.

## For trades

Plumbing #: \_\_\_\_\_ Fire Suppression #: \_\_\_\_\_

Gas #: \_\_\_\_\_ Electrical #: \_\_\_\_\_

## For rental accommodations (including B&Bs, vacation rentals and secondary suites)

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 out of hours contact. Good information to list is your home phone number, after-hours cellphone and personal email address. Personal information is collected pursuant to sec. 26 of the FIPP act.

Name:

Phone #:

E-mail address:

Cell #:

## Permits

1. 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.

2. Will you be doing any renovations to the building?

Yes  No If you answered yes, you may require a Building Permit.

3. 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 employees - F/T: \_\_\_\_\_ P/T: \_\_\_\_\_ Seasonal \_\_\_\_\_ Do you expand seasonally? \_\_\_\_\_

Where are your customers?  Local  Regional  Provincial  National  International

## Permissions

**CASL & City Newsletter** - I understand that holding a business licence with the City of Penticton indicates I/my organization has an ongoing business relationship with the City of Penticton, and my organization will likely receive commercial electronic messages relating to the status of my account.

I understand  I would like more city information

**E-Directory & the Chamber** - Your business name, address and phone # will be provided on the City's Business e-Directory unless you opt out. For more information about the collection, use and disclosure of your personal information under the FIPP Act, contact Corporate Services at 250-490-2405.

Opt out  Share my info with the Chamber of Commerce

## 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 supply to the Licence Inspector all documents requested by this or any other Federal, Provincial or Local Government Act or Regulations. 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 time as a business licence has been approved and issued.

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Signature: \_\_\_\_\_