



Business Licence Information Change Form

171 Main St. | Penticton B.C. | V2A 5A9
www.penticton.ca | P: (250)490-2488
E: businesslicences@penticton.ca

penticton.ca

Provide clear and legible information. Zoning outlines permitted uses for properties within each designation. Complete Sections 1–5 and any sections on the reverse, including your signature. May 5, 2026

Business Operating Name:	Business Licence Number:
	Account Number:

Business Civic Location (*Use a New Business Licence Application to relocate an existing business):

Effective date of Change:

Does the Business also hold City of Penticton Inter-Community business licence (ICBL)? Yes <input type="checkbox"/> No <input type="checkbox"/> Please Add (ICBL) <input type="checkbox"/>	ICBL # _____
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1. Please select information that you are changing:
 *Note: Use A New Business Licence Application to relocate an existing business (Business Licence Bylaw 2026-01)

Ownership Mailing Address Emergency Contact Business Name Description of Business

2. What Type of Business - Please Check All that Apply:

Commercial Home Occupation Bed and Breakfast Location outside of Penticton limits (non-resident)
 Rental Property–Apartment Building Short-term Rental (licence ownership not transferable for STR's)

3. Business Information:

New Business Operating Name:

Mailing Address (if different):	Province:	Postal Code:
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Business Phone:	Business Cell:
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Business Email:	Website:
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Updated Description of Business:

Online E-Directory Listing – Yes No (Mandatory for Short-Term Rentals)
 Your business name, phone number, description & website listed on our E-Directory at <https://www.penticton.ca/EN/main/business/edirectory.html>

4. Owner Information:

Name:	E-mail address:		
	Phone:	Cell:	

Mailing Address:	Province:	Postal code:
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4a. Owner Information (for multiple owners)

Name:	E-mail address:		
	Phone:	Cell:	

Mailing Address:	Province:	Postal code:
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5. Emergency Contact/Out of Office – Emergency contacts are important for timely updates on service disruptions or evacuations. Ensure the contact numbers provided are suitable for after-hours use.

Name:	Phone:
E-mail address:	Cell:

6. For Trades (Trade Qualification Number)

Plumbing #:

Fire Suppression #:

Gas #:

Electrical #:

7. For Rental Accommodations (inc. B&B's, Hotels, Apartment buildings, RV parks and Campgrounds)

Number of Bedrooms or Units:

8. For Home Occupations

Total Sq ft of residence:

Sq ft of business area:

How many non-resident employees will you have?

9. For Commercial Locations - Permits

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

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

2. 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 and beverage service, food retail, or personal services (i.e. tattoo shops, tanning salons, barber shops, hair salons, etc.)

Has Interior Health been notified of the change? Yes No

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. Information collected on this form is done so under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.

Date: _____

Name: _____

Signature: _____

Business Licence Submission (Office Use Only)

Screened by:

Date:

Confirmed:

Comments:

Zoning
 Building

IHA
 Fire