



# New Business Licence Application Form

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**

Please provide clear, legible and precise information. Zoning specifies the regulations and permitted uses for properties within those designations. Complete Sections 1-8 and any additional applicable sections and sign on reverse. January 2020

<b>Legal Name Of Business:</b>	<b>Incorporate No:</b>
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<b>Business Operating Name:</b> (Or Short Term Rental Name)	<b>Business Start Date:</b>
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<b>Business Address(Physical Location):</b>		
<b>City:</b>	<b>Prov:</b>	<b>Postal Code:</b>

<b>1. Choose Licence Type – Check Type and Intercommunity, if applicable</b>	<b>Fees:</b> See Fees and Charges Bylaw 2014-07
<b>Annual Licences</b>	
<input type="checkbox"/> <b>Commercial Location</b>	<input type="checkbox"/> <b>Home Occupation</b>
<input type="checkbox"/> <b>Location outside of Penticton limits</b>	<input type="checkbox"/> <b>Short Term Rental (STR)*</b>
<input type="checkbox"/> <b>Rental Property (Secondary Suite /Carriage House/Apartment)</b>	<input type="checkbox"/> <b>Bed and Breakfast</b>
<ul style="list-style-type: none"> <li><b>New Application Fee = \$80.00*</b></li> <li><b>Major STR Application Fee = \$250.00*</b></li> <li><small>*Application fees are non-refundable - will be credited towards final licence fee.</small></li> <li><b>Annual Fee is \$180.00. See Reverse for Short Term Rental Licence Fees.</b></li> </ul>	

<b>Temporary Licence for Contractors, Seasonal Operations, Beach/Street Vending, or Special Events</b>	
<input type="checkbox"/> <b>Seasonal – 6 month</b> <input type="checkbox"/> <b>Seasonal – 1 month</b> <input type="checkbox"/> <b>Special Event</b>	\$100/ 6 month or \$35/ 1 month/Event

<b>Addition to City of Penticton Licence:</b>	
<input type="checkbox"/> <b>Intercommunity business licence (if you also work in other Okanagan areas)</b>	\$150/year + \$180 Penticton licence fee

## 2. Business Information

<b>Mailing Address:</b>	<b>Prov:</b>	<b>Postal Code:</b>
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<b>Business Phone:</b>	<b>Business Cell:</b>
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<b>Business Email:</b>	<b>Website:</b>
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<b>Business description:</b>
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<b>Online E-Directory Listing –</b> <input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No (Mandatory for Short-Term Rentals)</b>
Your business name, phone number, description & website listed on our E-Directory at <a href="https://www.penticton.ca/EN/main/business/edirectory.html">https://www.penticton.ca/EN/main/business/edirectory.html</a>

## 3. Owner Information

<b>Name:</b>	<b>E-mail address:</b>	
	<b>Phone:</b>	<b>Cell:</b>

<b>Mailing Address:</b>	<b>Prov:</b>	<b>Postal Code:</b>
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### Owner Information (for multiple owners)

<b>Name:</b>	<b>E-mail address:</b>	
	<b>Phone:</b>	<b>Cell:</b>

<b>Mailing Address:</b>	<b>Prov:</b>	<b>Postal Code:</b>
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## 4. Emergency Contact/Out of Office – The City would use these to provide timely information about urgent service disruptions or evacuations.

<b>Name:</b>	<b>Phone #:</b>
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<b>E-mail address:</b>	<b>Cell #:</b>
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## 5. Data Collection

# of Penticton employees: Full Time _____ Part-Time _____ Seasonal _____	Do you expand seasonally? _____
Where are your customers? <input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> Provincial <input type="checkbox"/> National <input type="checkbox"/> International	

## 6. Permits

- 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.)

## 7. 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

## 8. 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.

## Complete the following for Business Type, if Applicable

### For Trades (Trade Qualification Number):

Plumbing #:

Fire Suppression #:

Gas #:

Electrical #:

### For Rental Accommodations (inc. B&B's, secondary suites, apartment buildings, RV parks and Campgrounds):

Number of Bedrooms, Units or Campsites:

### For Short Term Rentals (STR) Non-refundable application fee required – Complete type and details:

**Minor Short Term Rentals (STR) – Annual Fee \$180.00**

**Major Short Term Rentals (STR) – Annual Fee \$250.00**

**Major Short Term Rentals – High Occupant – Annual Fee \$400.00**

This would involve the rental of room(s), legal secondary suite or carriage home (Bylaw 2017-15)

These would involve the rental of any dwelling unit or single family dwelling (Bylaw 2017-15)

Meets the following conditions:

- short term rental operation of less than 30 rental days within a year,
- the owner is a principal resident during guest use, and
- Maximum rental accommodation would be two (2) persons per bedroom with a maximum of six (6) guests.

Meets the following conditions:

- short term rental operation of more than 30 rental days within a year,
- OR** with a non-resident owner during guest use, and
- Maximum rental accommodation would be two (2) persons per bedroom with a maximum of six (6) guests.

Meets the following conditions:

- more than six (6) guests for a minor or major short term rental.
- This would require additional staff review time and public consultation with the adjacent neighbouring properties. Additional fees are applicable for the Major STR type.

Number of Bedrooms: \_\_\_\_\_

Are you the property owner?     Yes     No

Number of Guests: \_\_\_\_\_

Owner lives onsite?     Yes     No

Permit Contact Phone Number: \_\_\_\_\_

Contact information will be posted on e-directory for nuisance and emergency situations

### For Home Occupations (excluding STR):

Total Sq ft of residence:

Sq ft of business area:

How many non-resident employees will you have?

## 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:

BL#:

**Zoning**  
 **Building**

**IHA**  
 **Fire**

Comments: