



MUNICIPAL BUSINESS LICENCE APPLICATION - FORM A

Municipal Licence Number: _____ **Date:** _____

Application is for:

Complete Form(s):

- Commercially Located Business (operating from a commercial location within the Village of Pemberton) A and E & F (E & F optional)
- Non-Resident Business (based elsewhere but doing business within the Village of Pemberton) A and E & F (E & F optional)
- Home-Based Business (operating from a residential location within the Village of Pemberton) A, B and E & F (E & F optional)
- Bed & Breakfast A, C and E & F (E & F optional)
- Portable or Temporary Vendors A, D and E & F (E & F optional)

Business Name: _____ **Open Date:** _____

Owner Name(s): _____ **Phone:** _____

Managers Name: _____ **Phone :** _____

Email: _____ **Bus Tel:** _____

Website: _____ **Bus Fax:** _____

Business Location: _____ **Mailing Address:** _____

Business Activities – describe what you do: _____

TQ # (if applicable): _____

Number of employees (including owner(s)): Full time: _____ Part time: _____ Seasonal: _____

Number of parking spaces: _____ **Invoice Annually?** YES NO

I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.

The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.

It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.

_____, 20____
Name of Applicant *Signature of Applicant* *Date*

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the Business Licence application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services (sfraser@pemberton.ca or 604-894-6135).

MUNICIPAL BUSINESS LICENCE APPLICATION REQUIREMENTS

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued.

Please note that Business Licence must be renewed annually (see fee schedule below). If you are no longer conducting business within the Village boundaries, the Village must be notified in writing.

VCH PERMITTING

The following types of businesses will require Vancouver Coastal Health (VCH) approval:

- Food stores
- Food processors
- Restaurants
- Food Carts
- Pools and Hot Tubs
- Spas
- Flotation Tanks (sensory-deprivation)
- Massage
- Hair cutting
- Esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc.
- Body contouring – ultrasonic and microneedling
- Hair Removal
- Tattooing
- Piercing
- Animal slaughter for public sale (abattoirs)
- Temporary Food Events

For further information on health approvals, please contact VCH directly.

FEE SCHEDULE

BUSINESS TYPE	FEE
Commercially Located Business (operating from a commercial location within the Village of Pemberton)	RENEWAL: ON or before Jan 31: \$150 Fee AFTER Jan 31: \$300 Fee
Non-Resident Business (based elsewhere but doing business within the Village of Pemberton)	
Home-Based Business (operating from a residential location within the Village of Pemberton)	NEW BUSINESS: \$150 Fee \$50 Fee
Bed & Breakfast	
New Business Inspection Fee If required, Per Bylaw 694, 2012	
Portable or Temporary Commercial Vendor Farmer's Market	\$300
Transfer or Change to Business Licence (2 changes or more)	10% of licence fee

MUNICIPAL BUSINESS LICENCE APPLICATION - FORM B

Home-based Business Applicants

Note: *If you rent the premise, or the premise is part of a strata, a letter of permission from the owner, or strata is required.*

I/We understand and will abide by the following provisions for home occupation businesses as set out in the Village of Pemberton Zoning and Parking Bylaw No. 466, 2001, Section 207, which states:

Home Occupation Use

In any zone in which a Home Occupation Use is permitted, the following conditions shall be satisfied:

- (1) The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family day care.
- (2) The home occupation shall not involve external structural alterations to the dwelling unit or show any exterior indications that the dwelling unit is being utilized for any purpose other than that of a dwelling unit.
- (3) The use shall not involve the storing, exterior to the building or buildings, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.
- (4) The use may involve the display and the sale of a commodity that is produced on the premises; however in no case shall the retailing of the commodity be the primary home occupation use.
- (5) The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50m².
- (6) The use within one or more accessory buildings shall occupy a total of not more than 50m².
- (7) In no case shall the aggregate floor area of all buildings used for home occupation use exceed 50m² on a parcel of land.
- (8) The total display area of any outdoor advertising sign shall not exceed 0.4m²
- (9) Not more than the equivalent of two full-time persons shall be engaged in a home occupation, one of which shall be a resident of the dwelling unit.
- (10) Home crafts or occupations shall not discharge or emit the following across lot lines:
 - (a) odorous, toxic or noxious matter or vapours;
 - (b) heat, glare, electrical interference or radiation;
 - (c) recurring ground vibration;
 - (d) noise levels exceeding 45 decibels, except during the hours of 9:00 am to 5:00 pm from Monday to Friday, in which case the noise levels shall not exceed 55 decibels.
- (11) The use shall provide parking in accordance with the requirements in the applicable zone.
- (12) No automobile, boat, or other machinery servicing or repair is permitted as a home occupation use.

Note: *Establishments serving or handling food, the premises must be approved by the "VANCOUVER COASTAL HEALTH AUTHORITY".*

Name of Applicant

Signature of Applicant

_____, 20____
Date

MUNICIPAL BUSINESS LICENCE APPLICATION - FORM C

Bed and Breakfast Applicants

I understand and will abide by the following provisions for bed & breakfast use as set out in the Village of Pemberton Zoning & Planning Bylaw No. 466, 2001, Section 224, which states:

Bed & Breakfast

- (1) The principal use of the Dwelling Unit - which may have bedrooms used for bed and breakfast accommodation - shall remain a family residence;
- (2) That family, or a member of it, shall alone be engaged in the operation of the bed and breakfast business, but the operator or operators may hire employees to work on the premises;
- (3) Not more than two (2) bedrooms in the Dwelling Unit shall be used for bed and breakfast accommodation within the RS-1 zone;
- (4) One off-street parking space shall be provided for each bedroom used as bed and breakfast;
- (5) Signage shall be limited to an area not to exceed 0.4 m² for bed and breakfast within the RS-1 zone; and
- (6) Notwithstanding the maximum number of bedrooms permitted 224(3), bed and breakfast operations that existed at the adoption of this Bylaw may have up to three (3) bedrooms Unit that is used for bed and breakfast accommodation.

Name of Applicant

Signature of Applicant

_____, 20____
Date

MUNICIPAL BUSINESS LICENCE APPLICATION – FORM D

Portable or Temporary Commercial Vendors

I/We understand and will abide by the following provisions for portable vendors as set out in the Village of Pemberton Bylaw No. 751, 2014, which states:

14. Street, Park, Mobile or Temporary Vending

14.1 Any Person applying for a Street and Park Vending Business Licence shall provide a copy of any contract or agreement, with the Village which authorizes them to operate the Business on a Village park, sidewalk or road, as the case may be.

14.2 Only one (1) Portable Food Vendor licence will be issued per parcel of land.

14.3 A maximum of five (5) Portable Food Vendors will be licenced in a calendar year.

14.4 Portable Food Vendors and Temporary Commercial Vendors shall:

- a) obtain written permission from the owner of the land, allowing the portable vending cart, trailer, vehicle, or temporary stall to be located on a property which is zoned to accommodate the intended use and provide a copy of such permission to the Licence Inspector;
- b) obtain permission to use washroom facilities on the property or in adjacent premises, and provide a written statement indicating said permission;
- c) provide a garbage container at the location of the vending cart, trailer, vehicle, or temporary stall, and pick up all garbage and debris, within 100 meters of their location, which is a result of their Business operation;
- d) obtain a Business Licence for each separate location where the Business will be operated.

14.5 Mobile Stores shall:

- a) be fully self-contained with no service connection other than electrical service being required;
- b) be located other than on a highway, sidewalk, or boulevard, except in required off-street parking spaces, but not so as to interfere with or block any motor vehicle, pedestrian exit, or walkway;
- c) be kept in good repair;
- d) when in use for food vending, meet Provincial Health regulations, and the vendor shall provide written confirmation from a Provincial Health Inspector.

Name of Applicant

Signature of Applicant

_____, 20____
Date



MUNICIPAL BUSINESS LICENCE APPLICATION – FORM E

Business Service Listing

Thank you for your Business Licence Application. One of the added benefits to your Business Licence is a listing in the Village’s online Business Directory. With our recent website upgrade, businesses can now include their logo on their listings.

Should you wish to have your logo in your listing, please email a jpeg (72 dpi) to admin@pemberton.ca

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name: _____

Address: _____ Phone: _____

_____ Mobile: _____

_____ Fax: _____

Website: _____ Email: _____

CATEGORY (Circle up to four):

- Accommodations Accounting Adventure, Recreation & Tours Animal Services & Supplies
- Auto & Towing Building & Construction Childcare Cleaning Computers
- Consulting Counselling Communications & Marketing Dining Garden & Landscape
- General Contractor Health & Fitness I.T. Medical & Dental Merchants & Retail
- Real Estate & Property Management Recycling Services Storage Trade Contractor
- Other: _____

BRIEF DESCRIPTION:

The following information is for office use only and will not be included in the listing (please print):

_____, 20____
Name of Applicant *Signature of Applicant* *Date*

Position with Company: _____

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For office use only

Date Entered on Website: _____ By: _____



MUNICIPAL BUSINESS LICENCE APPLICATION – FORM F Sign Permit Application

Business Name: _____

Business Address: _____

Applicant Name: _____

Applicants Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

Proposed location of sign on building: _____

Type of sign: _____ Size of sign: _____

Sign is to be: New Altered Moved Old

Please include the following with this sign application:

- a) Drawing(s) to scale for each side of the sign, giving all pertinent dimensions as well as the colour scheme, materials, copy and type face, and
- b) details of any surrounding framework; and
- c) large scale drawing(s) or photograph(s) showing the position of the sign painted on or attached to the building or structure together with the location of any existing signs; and
- d) a drawing showing details of the method and type of wiring, illumination (If any) and attachment to the building; and
- e) for freestanding signs, a drawing to scale showing the location on the parcel relative to the parcel lines, building's and adjacent streets, together with existing and proposed landscaping.

Applicant's signature: _____ Date: _____

Name of Manufacturer: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

Name of Installer/Contractor: _____

Mailing Address: _____ Phone: _____

_____ Cell: _____

_____ Email: _____

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FOR OFFICE USE ONLY	
NOTES: _____	Fee Amount: \$ _____
Compliance Officer Signature: _____ Date: _____	

MUNICIPAL BUSINESS LICENCE APPLICATION For Office Use Only

Name of Business: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department Head	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES:

Authorized for Issuance:

Compliance Officer Name

Compliance Officer Signature

Date

FOR OFFICE USE ONLY

Business License Issued

Issued by _____ *Issued on* _____

Fee Refunded (if applicable)

Refunded _____ *Refunded on* _____

FORM E - Business Service Listing (if applicable) *by* forwarded to Communications coordinator