



Box 100 | 7400 Prospect Street
 Pemberton BC V0N 2L0
 P: 604.894.6135 | F: 604.894.6136
 Email: admin@pemberton.ca
 Website: www.pemberton.ca

SHORT-TERM VACATION RENTAL BUSINESS LICENCE APPLICATION

Licence Number:		Date:	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone:	
Local contact(s):		Phone :	
		Phone:	
Email:			Bus Tel:
Website:			
Business Location:		Mailing Address:	
Describe the space available for rent (number of rooms, beds, amenities):			
		Number of parking spaces (attach parking plan)	
Links to all online advertisements:			
<p>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.</p> <p>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.</p> <p>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.</p>			
			, 20
<i>Name of Applicant</i>		<i>Signature of Applicant</i>	
		<i>Date</i>	

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).

SHORT-TERM VACATION RENTAL 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.

Checklist:

Sign Plan	
Parking Plan	
Licence Fee (Receipt Attached)	
Good Neighbour Agreement	
Links to all online advertisements	
Proof of Insurance	
Proof of Principal Residence	
Proof of Ownership	
Local Contact Details	

SHORT-TERM VACATION RENTAL BUSINESS LICENCE FEE SCHEDULE

Annual Business Licence Fee	\$300.00
Fire and/or Building Inspection (if applicable) Minimum Fee	\$50.00
Administrative Change Fee:	\$25.00

Business Licence Renewal Penalty:
 Late Business Licence Renewals will be subject to a 100% penalty

SHORT-TERM VACATION RENTAL BUSINESS LICENCE APPLICATION

I understand and will abide by the following provisions for short-term vacation rental use as set out in the Village of Pemberton Zoning & Planning Bylaw No. 832, 2018, Section 7.23, which states:

Where permitted in a zone, short-term vacation rental use shall be subject to the following regulations: INITIAL

1. Short-term vacation rental is only permitted in a lawful dwelling unit that is a principal residence, or a secondary suite, but not both.
2. Short-term vacation rental is not permitted in an accessory building or vehicle, recreation vehicle, tent or trailer, other than a carriage house.
3. Occupancy shall not exceed two (2) persons per available bedroom, to a maximum of six (6) guests.
4. One (1) off-street parking space shall be provided for each bedroom used as short-term vacation rental.
5. Any person intending to operate a short-term vacation rental shall hold a valid and current business license from the Village of Pemberton.

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

Application Fee Received* _____
**Attach copy of Receipt* Received by _____ Received on _____

Department	Report Required?	Signature	Date
Fire Inspector	<input type="checkbox"/>	_____	_____
Building Inspector	<input type="checkbox"/>	_____	_____
Planning	<input type="checkbox"/>	_____	_____
Vancouver Coastal Health	<input type="checkbox"/>	_____	_____

Public Works Department Review Required? YES NO

Notes:

Authorized for Issuance:

_____ Compliance Officer Name _____ Compliance Officer Signature _____ Date

FOR OFFICE USE ONLY		
<input type="checkbox"/>	Business Licence Issued _____	_____
		Issued by _____ Issued on _____
<input type="checkbox"/>	Fee Refunded (if applicable) _____	_____
		Refunded by _____ Refunded on _____
<input type="checkbox"/>	FORM E - Business Service Listing (if applicable) forwarded to Communications coordinator	