

## BED & BREAKFAST BUSINESS LICENCE APPLICATION

<b>Licence Number:</b>		<b>Date:</b>	
<b>Business Name:</b>		<b>Open Date:</b>	
<b>Owner Name(s):</b>		<b>Phone:</b>	
		<b>Phone</b>	
		<b>Business Phone:</b>	
<b>Email:</b>			
<b>Website:</b>			
<b>Business Location:</b>		<b>Mailing Address:</b>	
<b>Links to online advertisements:</b>			
<b>Describe rooms available for rent:</b>			
<b>Number of employees (including owner(s)):</b>			
<b>Number of parking spaces:</b>		<b>Invoice Annually?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<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>	

## BED & BREAKFAST 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 if applicable	
Parking Plan	
Licence Fee (Receipt Attached)	
Links to all online advertisements	
Proof of Principal Residence	
Confirmation of Ownership	

### BED & BREAKFAST BUSINESS LICENCE FEE SCHEDULE

**Annual Business Licence Fee** \$150.00

**Administrative Change Fee** \$25.00

**Fire and/or Building Re- Inspection Fee (if applicable)**

as per Fire Prevention Bylaw No. 744, 2013 and Building Bylaw No. 694, 2012, as amended or replaced from time to time

**Business Licence Renewal Penalty:**

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

## BED & BREAKFAST BUSINESS LICENCE APPLICATION

Bed and Breakfast operators are strongly encouraged to disclose their bed and breakfast operation to their home insurance providers. *I acknowledge that it is my responsibility to ensure that my home insurance coverage is adequate for the use of the property as a bed and breakfast operation.*

**Initial:** \_\_\_\_\_

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. 832, 2018, Section 224, which states:

*Where permitted in a zone, one (1) bed and breakfast use per lot is permitted in a detached dwelling subject to the following regulations:*

1. *The bed and breakfast use is accessory to the principal residential use, occurs in the principal residence of the land owner, and is operated by a full-time and present resident;*

**Initial:** \_\_\_\_\_

2. *A maximum of two (2) bedrooms in a detached dwelling are used for bed and breakfast;*

**Initial:** \_\_\_\_\_

3. *One (1) additional parking space per bedroom rented out as bed and breakfast is required; and*

**Initial:** \_\_\_\_\_

4. *A bed and breakfast use cannot be combined with any other home occupation.*

*(a) The area designated for bed and breakfast use (including guest rooms and any common room provided outside of the residential occupant's personal area) must not contain cooking facilities or refrigerators in excess of six (6) cubic feet.*

**Initial:** \_\_\_\_\_

*(b) A bed and breakfast shall not be combined with any other tourism accommodation use.*

**Initial:** \_\_\_\_\_

*(c) A valid Village of Pemberton business license is required.*

**Initial:** \_\_\_\_\_

\_\_\_\_\_  
*Name of Applicant*

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*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:

\_\_\_\_\_

*Manager, Corporate & Legislative Services Name*      *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