

COMMERCIAL BUSINESS LICENCE APPLICATION

| | | | |
|--|-------------------------------|-----------------------------|-----------|
| Licence Number: | | Date: | |
| Business Name: | | Open Date: | |
| Owner Name(s): | | Phone: | |
| | | Phone: | |
| Manager Name: | | Phone : | |
| Email: | | | |
| Website: | | | |
| Business Location: | | Mailing Address: | |
| | | | |
| Business Activities – describe what you do: | | | |
| | | | |
| | | | |
| | | | |
| Number of employees (including owner(s)): | Full time: | Part time: | Seasonal: |
| Invoice Annually? | <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> | | | |
| | | | |
| <i>Name of Applicant</i> | <i>Signature of Applicant</i> | <i>Date</i> | |
| <p>Personal information you provide on this form is collected pursuant to section 26 of the <i>Freedom of Information and Protection of Privacy Act</i> 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 <i>Freedom of Information and Protection of Privacy Act</i>. 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</p> | | | |

COMMERCIAL 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:

| | |
|---|--|
| LICENCE FEE (RECEIPT ATTACHED) | |
| VCH PERMIT | |
| PARKING PLAN | |
| SIGN PERMIT | |
| CONFIRMATION OF OWNERSHIP OR COPY OF COMMERCIAL LEASE | |
| OTHER PERMITS OR LICENCES AS REQUIRED | |

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

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 public online Business Directory.

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:

By signing below I acknowledge that the information provided on this form will be published on a public website:

_____, 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

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"/> | | |
| Public Works Department Review Required? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |
| VCH Permit Required? | YES <input type="checkbox"/> | NO <input type="checkbox"/> | |

Notes:

Authorized for Issuance:

_____ _____ _____
Manager, Corporate & Legislative Services, Print Name *Manager, Corporate & Legislative Services Signature* *Date*

FOR OFFICE USE ONLY

Business Licence Issued _____
Issued by *Issued on*

Fee Refunded (if applicable) _____
Refunded by *Refunded on*

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