

## TRADE CONTRACTOR 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>Manager Name:</b>		<b>Phone :</b>	
<b>Email:</b>		<b>Business Phone:</b>	
<b>Website:</b>			
<b>Business Location:</b>		<b>Mailing Address:</b>	
<b>Business Activities – describe what you do:</b>			
<b>Trade:</b>		<b>Trade Qualification Number:</b>	
<b>Number of employees (including owner(s)):</b>		<b>Full time:</b>	<b>Part time:</b>
			<b>Seasonal:</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>	
<p>Personal information you provide on this form is collected pursuant to section 26 of <i>the 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 <i>the 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 &amp; Legislative Services (<a href="mailto:sfraser@pemberton.ca">sfraser@pemberton.ca</a> or 604-894-6135</p>			

## TRADE CONTRACTOR 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)	
Proof of Trade Qualification or Apprenticeship Agreement	

**TRADE CONTRACTOR BUSINESS LICENCE FEE SCHEDULE**

<b>Annual Business Licence Fee</b>	\$150.00
<b>Administrative Change Fee</b>	\$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 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](mailto: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:

\_\_\_\_\_

*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



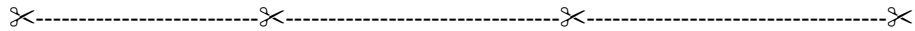
**INVOICE**  
**2020 RENEWAL & NEW MEMBERSHIP FORM**  
**Pemberton + District Chamber**

**CHAMBER BUSINESS MEMBERSHIP FEES**

0-3 Employees	\$175.00
4-10 Employees	\$185.00
11-20 Employees	\$215.00
20+ Employees	\$225.00

**CHAMBER NON-BUSINESS MEMBERSHIP FEES**

Non Business- Individual	\$70.00
Non Profit	\$70.00



**2020 RENEWAL & NEW MEMBERSHIP APPLICATION FORM**  
**PEMBERTON + DISTRICT CHAMBER**

NAME : \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

WEB SITE URL : \_\_\_\_\_ NUMBER OF EMPLOYEES \_\_\_\_\_

FACEBOOK URL : \_\_\_\_\_

TWITTER URL : \_\_\_\_\_

TOTAL PAID : \_\_\_\_\_ Receipt No. \_\_\_\_\_

Make cheques payable to "Pemberton + District Chamber"

EXPIRY DATE : December 31, 2020

Member Information: to be included in the online membership directory for 2020 on the Pemberton Chamber of Commerce website ([www.pembertonchamber.com](http://www.pembertonchamber.com))

*Briefly describe your business on the back of this sheet*

PLEASE MAIL YOUR APPLICATION FORM AND FEE TO :  
Pemberton & District Chamber of Commerce, Box 370, Pemberton, B.C., V0N 2L0