

BUSINESS LICENCE APPLICATION



BUSINESS INFORMATION			
<input type="radio"/> New Business Licence <input type="radio"/> Add Inter-Community Business Licence <input type="radio"/> Change to Business Licence			
Legal Name of Business			
Doing Business As (Trade Name)			
Physical Business Address			
Is the Business a Non-Resident Business? (Outside Oliver) <input type="radio"/> Yes <input type="radio"/> No			
Brief Description of Business			
Business Type	<input type="radio"/> Vacation Rental*	<input type="radio"/> Commercial	<input type="radio"/> Temporary Trade Project
	<input type="radio"/> Bed and Breakfast*	<input type="radio"/> Industrial	Project Location _____
	<input type="radio"/> Home Occupation*	<input type="radio"/> Seasonal	Duration of Project _____
	*Complete Waiver for these business types!		Trade Certificate _____
Change to Business Licence <input type="radio"/> New Address <input type="radio"/> New Location <input type="radio"/> New Owner <input type="radio"/> New Business Name Details:			
BUSINESS OWNER INFORMATION			
Mailing Address:			
Owner Name:	Phone:	Email:	
Owner Name:	Phone:	Email:	
Would you like to receive renewal invoices by email? <input type="radio"/> Yes <input type="radio"/> No			
Important: Please inform the Town of Oliver of changes to your business or if the business is no longer in operation. Business Licences are renewed and invoiced <u>automatically</u> in January each year.			
ACKNOWLEDGEMENT			
I/We hereby make application for a licence in accordance with the particulars as stated in this application to be true and correct. I undertake to comply with all present and future Bylaws of the Town of Oliver. I confirm that the owner of the subject property is aware of this application. Notice: This application and fee payment does not constitute a valid business licence until approved. A business licence will be issued after all bylaw requirements have been completed. We may supply other agencies with the above information.			
Date	Name	Signature	
OFFICE USE ONLY			
Date Approved	Approved by		Annual Fee
			Classification
Zoning Approved	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Date: Comments:		
Building Official Approved	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Date: Comments:		
Fire Department Approved	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A Date: Comments:		
Health Inspection Approved	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	LCRB Approved	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A
Comments			

Information for Home Occupations

“Home Occupation” means an occupation or profession that is accessory to the principal residential use of a parcel and may include home offices; studios; home-based childcare centre, minor and other similar uses; and certain restrictions apply.

Applicants must submit the supplementary waiver. Refer to Zoning Bylaw 1423 Section 6.9 at www.oliver.ca > Town Hall > Bylaws

Information for Bed and Breakfasts

“Bed and Breakfast” means the use of bedrooms in a principal dwelling unit which provides sleeping accommodations to the traveling public and includes the provision of a morning meal for those persons using the sleeping accommodations. This does not include a vacation rental. No cooking facilities shall be provided for within the bedrooms intended for the bed and breakfast operation. **Applicants must submit the supplementary waiver.** Refer to Zoning Bylaw 1423 Section 6.11 at www.oliver.ca > Town Hall > Bylaws

Information for Vacation Rentals

“Vacation Rental” means the use of a dwelling unit for the temporary accommodation of paying guests for a period of less than one month. This does not include a bed and breakfast operation. **Applicants must submit the supplementary waiver.** Refer to Zoning Bylaw 1423 Section 6.12 at www.oliver.ca > Town Hall > Bylaws

Fee Schedule - Business Licences

Schedule 3 Business Licence Fees

1.0 Business Licencing Fees

1.1	Standard Business Licence	\$100.00
1.2	Seasonal Business Licence	\$50.00
1.3	Despite Sections 1 & 2, the following fees apply:	
	i) bed and Breakfast operation	\$200.00
	ii) cannabis dispensary	\$200.00
	iii) eating and drinking establishment	\$150.00
	iv) hotel or motel	\$200.00
	v) hotel or motel with eating and drinking establishment	\$350.00
	vi) home industry or home occupation	\$75.00
	vii) office, comprising six (6) or more professionals	\$200.00
	viii) retail establishment, major (including liquor sales)	\$200.00
	ix) service industry establishment (major & minor)	\$150.00
	x) vacation rental	\$300.00
	xi) mobile business (mobile vending unit)	\$50.00/7 day \$150.00/year
1.4	Itinerant Show or Entertainment	\$100.00/event
1.5	Business Owner Change	\$15.00
1.6	Business Location Change	\$15.00

2.0 Inter-Community Licence

2.1	The Participating Municipality issues the Inter-Community licence separate in addition to the Municipality Business Licence	\$150 pro-rated monthly
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