

BUSINESS LICENCE APPLICATION



BUSINESS INFORMATION

○ New Business Licence ○ Add Inter-Community Business Licence ○ 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)

Yes 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 _____
	<i>*Complete Waiver for these business types!</i>		
	<input type="radio"/> Trade Certificate _____		

Change to Business Licence New Address New Location New Owner 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? Yes 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 automatically 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.

OFFICE USE ONLY

Date Approved	Approved by	Annual Fee
Classification		

Zoning Approved Yes No N/A | Date: _____ | Comments: _____

Building Official Approved Yes No N/A | Date: _____ | Comments: _____

Fire Department Approved Yes No N/A | Date: _____ | Comments: _____

Yes No N/A LCRB Approved Yes No 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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