

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 Resident Business? (In the Town of Oliver) ☐ Yes ☐ No			
Brief Description of Business			
Business Type ☐ Vacation Rental* ☐ Commercial ☐ Bed and Breakfast* ☐ Industrial ☐ Home Occupation* ☐ Seasonal <i>*Complete Waiver for these business types!</i>	☐ Temporary Trade Project Project Location _____ Duration of Project _____ 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:	
<i>Would you like to receive renewal invoices by email?</i> ☐ 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 <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	☐ Yes ☐ No ☐ N/A Date: Comments:		
Building Official Approved	☐ Yes ☐ No ☐ N/A Date: Comments:		
Fire Department Approved	☐ Yes ☐ No ☐ N/A Date: Comments:		
Health Inspection Approved	☐ 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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