



Business Licence Application Form

It's easy to apply.

1. Fill out the application form.
2. Pay the application fee. Call 250-212-2331 or email bylaw@peachland.ca to confirm your application fee. You will then be given instructions on how to pay.
3. Submit your application:
 - electronically to bylaw@peachland.ca;
 - in person at the Community Centre (4450 6th St.); or,
 - by mail to 5806 Beach Ave., Peachland, BC, V0H 1X7

If you need assistance, contact us: bylaw@peachland.ca or 250-212-2331



Business Licence Application

Print clearly—only complete applications will be reviewed.

The District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
Telephone: (250) 212-2331
Email: bylaw@peachland.ca
Fax: (250) 767-3433
www.peachland.ca

BUSINESS INFORMATION

Business Name: _____ Phone No.: _____

Business Address: _____

Email: _____ Website: _____

Business Description: _____

Contact Name: _____ Email: _____

Phone No.: _____

Are you the registered owner of the property listed above? Yes No. Fill out and submit the Owner Authorization Form.

BUSINESS OWNER INFORMATION

Owner Name(s): _____

Mailing Address: _____

(If different from business address)

City: _____

Province: _____

Postal Code: _____

Owner Phone: _____ Owner Email: _____

LICENCE INFORMATION

Status: New _____ Change* _____ Fill out and submit the Change Authorization Form Cancel _____ Fill out and submit the Cancellation Form

Category: Home Based _____ Commercial _____ Non-Resident _____ Outdoor Vendor _____
(check all that apply) Seasonal _____ Special Event _____ Non-Profit _____ Society # _____

Add Inter-municipal licence to allow you to conduct business in neighbouring communities. Yes No

Include my website and email information on Peachland's Business Directory. Yes No

*change as described in Section 4.24 of the Business Licence Bylaw No. 2274, 2020

ADDITIONAL REQUIREMENTS

ADDITIONAL DOCUMENTS MAY BE REQUIRED TO PROCESS YOUR BUSINESS LICENCE APPLICATION DEPENDING ON THE NATURE OF YOUR BUSINESS.

Contact the Bylaw Enforcement and Licensing Officer to confirm the application fee. Please call 250-212-2331 or email bylaw@peachland.ca.

APPLICATION FEES

Standard Business Licence:.... \$112.00

Inter-municipal Licence:..... \$150.00
(in addition to standard fee):

Seasonal Business Licence:.....\$56.00

Outdoor Vending Licence:..... \$56.00

Outdoor Vending Licence:.....\$435.00
(requiring Council approval)

Non-medicinal Cannabis Retail ...\$5000.00

Cannabis Cultivation/Production:..\$2500.00
(micro):

Cannabis Cultivation/Production:..\$5000.00
(standard)

Cannabis Cultivation/Production:.. \$500.00
(non-residential with ACMPR licence)

Licence Change:..... \$20.00/
occurrence

Itinerant Show:....\$50.00

- Theatre
- Concert
- Beer Garden
- Concession
- Flea Market
- Film Production

Please Note:

Application fees are credited toward the First Year Licence Fee. Refer to Bylaw No. 2277 for annual licence fees.

OTHER INFORMATION

- All parking for Home Based Businesses must be provided for on-site. A site plan is required if clients are coming to your home.
- The Zoning Bylaw and Business Licence Bylaw regulate the number of clients, amount of floor space, and number of parking spots that are permitted for a Home Based Business. Floor plans may be requested.
- Floor plans are required for commercial businesses.
- There are limits to the number of employees and patrons that are permitted for Home Based Businesses.
- A building permit may be required if renovations or alterations are required to accommodate the business.
- Signs are permitted through the Sign Bylaw. If a sign is required, review the Sign Bylaw and submit an application.
- Inspections may be required prior to approval, depending on the nature of the business, including but not limited to: Fire Department, Building Department, Bylaw Department, Interior Health, and Liquor and Cannabis Licencing. Fire, Building, and Bylaw inspections will be arranged by the District. Other inspections are the responsibility of the applicant.
- An intercommunity licence is available to businesses operating in more than one community and participates in the Okanagan-Similkameen Intercommunity Business Licence Program. Businesses with a premise/home office in Peachland must hold a municipal business licence.
- Business licences (excluding inter-municipal licences) are reduced by 50% for any business licenced after July 1st of the year.
- There are no refunds for application fees or annual fees.
- Licences must be posted in a conspicuous location in the premise, vehicle, place, or structure for which it is issued.
- Renewals: Licencees must inform the District of the intent to renew prior to the beginning of the licensing period, and pay the annual fee, or the licence will expire. An email will be sent to all Licencees late in the year as a reminder. Please ensure your email address is up to date.
- Licences may be granted with Terms and Conditions attached which must be adhered to or the licence may be revoked or suspended.
- Non-profit Organizations and Societies must obtain a business licence for which there is a nominal fee of \$1.00.

DECLARATION

I/We:

- hereby make application for a business licence with the District of Peachland, and declare that the information provided in the due course of applying for a licence is true and correct;
- understand that it is illegal to do business in Peachland without a valid Business Licence and I/we may be subject to fines if operating without approval;
- understand that payment of the required, non-refundable application fee does not guarantee approval;
- understand that compliance with Municipal Bylaws, including but not limited to the Business Licence Bylaw, Fees Bylaw, Building Bylaw and Zoning Bylaw (as amended) is a requirement of approval;
- understand that an Inter-community (mobile) licence, requires me/us to comply with all the applicable Bylaws in those municipalities.

Signature: _____ Name (print): _____ Date: _____

OFFICE USE ONLY

Department Approvals	Comments	Signature	Date
Planning / Zoning			
Building Inspector			
Fire Chief			
Health Inspector			
Liquor Inspector			
Other			

Application: Approved Declined—(reason) _____

Licence Category: _____ Licence Fee: \$ _____ Inter-Muni: Yes No Date: _____

Licence Inspector Signature: _____ Name (print): _____

Client Code: _____

Customer Number **B**

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Owner Authorization

Please complete and submit this form with your Business Licence Application if you are not the registered owner of the property where you plan to conduct the business.

REGISTERED OWNER INFORMATION

Owner Name(s): _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Owner Phone: _____ Owner Email: _____

SUBJECT PROPERTY INFORMATION

Civic Address of Subject Property: _____

Legal Description: Lot: _____ Block: _____ District Lot: _____ Plan: _____

PID: _____

BUSINESS DESCRIPTION

OWNER DECLARATION

I/We, _____ the registered owner(s) of the subject property described
Print Registered Owner Name
above, hereby give authorization to _____ to complete and submit a
Print Applicant Name
Business Licence Application to conduct a business as proposed.

Signature

Name (print)

Date

Signature

Name (print)

Date



The District of Peachland
5806 Beach Avenue
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Change Authorization Form

Please complete and submit this Change Form if you are requesting a change to your business licence. A fee of \$20.00 per occurrence is required as set out in Bylaw No. 2277. This authorization form is required in addition to the Business Licence Application Form.

Subject to the Licensing Officer, I _____
Current Licence Holder Name

hereby request the following change to my business licence (check box that applies):

- Change of address of the business
- Change of business name
- Change of owner or operator
- Change of contact information
- Change of the nature of the business
- Change that would change the licence fee
- Other _____

Comments: _____

B _____
Customer Number
(located on your licence)

Licence Year

Effective Date

Signature

Name (print)

Date



Business Cancellation Form

The District of Peachland
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Peachland, B.C. V0H 1X7
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Fax: (250) 767-3433
www.peachland.ca

Please complete and submit this Cancellation Form if you are closing your business or moving out of the District of Peachland. Notification of a Business Cancellation is required within 48 hours of termination of the business.

Business Name: _____

Business Address: _____

Business Phone: _____ Email: _____

Reason for Cancellation: Closing Moving Other: _____

Licensee Name: _____ Phone Number: _____
Print

Email: _____

B _____
Customer Number Date Effective
(located on your licence)

I hereby certify the information provided above to be true and make application to the District of Peachland to cancel the above noted licence as required under Bylaw 2274, as amended.

Signature

Date