Business Licence Application

Print clearly—only complete applications will be reviewed.
Submit to bylaw@peachland.ca or in person or by mail to Municipal Hall—5806 Beach Ave., Peachland, BC, V0H 1X7

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

Category: Home Based _____ Commercial _____ Non-Profit _____ Society # _____

Non-Resident _____ Outdoor Vendor _____ Special Event _____

Add Inter-community 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

Have any renovations been undertaken or are expected to be undertaken for this business? ☐ Yes ☐ No

Will your business include liquor sales? ☐ Yes ☐ No

*An ICBL add-on is available for $150/yr. Refer to Bylaw No. 1857 on the Peachland website.

ADDITIONAL REQUIREMENTS

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

APPLICATION FEES

Standard Business Licence:….$30

Bed & Breakfast Licence:……..$400

Outdoor Vending Licence:…….$56

Outdoor Vending Licence:…….$435
(Council approval required)

Non-medicinal Cannabis Retail:…… …$5000

Cannabis Cultivation/Production (micro):…..$2500

Cannabis Cultivation/Production (standard):.$5000

Cannabis Cultivation/Production:……$500
(non-residential with ACMPR licence)

Itinerant Show:…$50
- Theatre
- Concert
- Beer Garden
- Concession
- Flea Market
- Film Production

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

Annual licence fees can be found at www.peachland.ca/business-licensing.

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 spot s 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 to the Planning Department.
- 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 who are participants in the Okanagan-Similkameen Intercommunity Business Licence Program. Businesses with a premise/home office in Peachland must hold a municipal business licence.
- 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.
- Invoices for licence renewal are sent by mail each fall. Ensure your mailing address is correct. Fees are due by December 31s t.
- Licences may be granted with Terms and Conditions attached which must be adhered to or the licence may be revoked or suspended.

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 Inspector			
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 | | | | |

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the District of Peachland's bylaws. Questions about this may be directed to the Municipal Clerk, District of Peachland, 5806 Beach Avenue, Peachland, BC V0H 1X7 (250) 767-2647

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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

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