

BUSINESS LICENCE APPLICATION



BUSINESS INFORMATION		
<input type="checkbox"/> New Business Licence <input type="checkbox"/> Inter-Community Business Licence <input type="checkbox"/> Change to Existing Business Licence		
Legal name of company:		
Doing Business As (trade name):		
Brief Description of Business:		
Physical Business Address:		
Non-Resident Business: <input type="checkbox"/> Yes <input type="checkbox"/> No		Trade Certificate (if applicable) :
Business Type: <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Seasonal <input type="checkbox"/> Vacation Rental <input type="checkbox"/> Bed and Breakfast <input type="checkbox"/> Home Occupation } Please also complete the additional waiver form for these business types		
CHANGE TO LICENCE: <input type="checkbox"/> New Address <input type="checkbox"/> New Location <input type="checkbox"/> New Owner(s) or New Name (Provide information below)		
BUSINESS OWNER INFORMATION		
Civic/Mailing:	City/Prov:	Postal Code:
Name:	Cell/Tel:	E-mail:
Name:	Cell/Tel:	E-mail:
ACKNOWLEDGEMENT		
<p>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.</p> <p>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.</p>		
Date:	Name:	Signature:
OFFICE USE ONLY		
Fee:	Date Approved:	Classification
Zoning Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date:		Change Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No Date:
Building Official Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No Date:		
Health Inspection Approval: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		LCRB Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
COMMENTS		
Once approved the Business Licence will automatically be billed annually. The applicant is responsible for informing the Town if the Business is no longer in operation otherwise it is deemed to be active and billable for the current year.		

Business Licence Application Annual Fees (as per Fees and Charges Bylaw 1383)

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	\$200.00
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 licence separate and additional to the Municipality Business Licence	\$150 pro-rated monthly
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**Note: 15% Administrative Fee on Recoverable Costs
(unless noted otherwise)**