

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	Vacation Rental Bed and Breakfast Home Occupation	Please 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) (Provide information in space below)		
BUSINESS OWNER INFORMATION		
Street Address:	City/Prov:	Postal Code:
Name:	Cell/Tel:	E-mail:
Name:	Cell/Tel:	E-mail:
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.		
To receive invoices by email please check this box.		
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		
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		

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)**