

Application Type:

<input type="checkbox"/> New Business	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change of Name	<input type="checkbox"/> Change of Owner
<input type="checkbox"/> Add Inter-Community Licence to your Summerland Business Licence (if you also work in other Okanagan communities, an Inter-Community Licence allows you to work in those communities without needing a separate business licence for each municipality) – Additional \$150/yr			

Required Documents to Include with your Business Licence Application:

<input type="checkbox"/> Property Owner Authorization Form (attached on page 3)
<input type="checkbox"/> Detailed Floor Plan (including floor area of each room/building)
<input type="checkbox"/> Site Plan of property (including existing buildings, parking and outdoor storage areas)
<input type="checkbox"/> Copy of Technical Qualifications (if applicable)

Business Information:

Legal Name of Business:		
Technical Qualification Number (if applicable):		
Operating Address in Summerland: (out of town businesses please list property address at which you will be working)		
Business Mailing Address:		
City:	Province:	Postal Code:
Business Phone:		Business Email:

Additional Business Information:

Business Description (please provide planned business activities in detail):	
Does your business require outdoor storage (i.e. vehicles, equipment, materials, etc.) <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please list the items/vehicles to be stored outdoors and include storage locations on your site plan):	
Company Vehicle(s)? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, please list Make(s)/Model(s)):	

Home-Based Business:

Please confirm that your **HOME-BASED** business meets section 7.6 of the [Summerland Zoning Bylaw](#) prior to submitting your application including:

- The home occupation shall not change the character or external appearance of the dwelling or accessory buildings
- No external indication of the business including no external storage or display of materials, equipment or products
- Business shall not create a nuisance from noise, vibration, smoke, dust, odour, heat, glare, electrical or radio disturbance
- Parking for all business-related vehicles, including client vehicles, must be provided on site

Will your home-based business generate clients to the property? Yes No

If Yes, how many clients may attend the property at the same time: _____

Number of employees (including owner(s)):

Total Home Floor Area (in m²):

Floor Area of Business Space (in m²):

Applicant Information:

Name:

Title/Position:

Mailing Address:

City:

Province:

Postal Code:

Phone:

Email:

Check Boxes below to acknowledge each statement

- I understand that any type of alteration to the property for which I am applying for a business licence may require a building permit and will not commence construction or demolition until obtaining a building permit.
- If my business requires signage to be installed on the business property, I will submit the required Sign Permit application form prior to installation and understand that off-site signage is not permitted within Summerland.
- I hereby make application for a licence in accordance with the particulars as stated in this application and declare the information in the application to be true and correct.
- I agree to comply with all present and future Bylaws of the District of Summerland.
- I understand that I cannot commence business until such a time as a business licence has been approved, paid for and issued.
- I understand that if I am no longer operating my business, it is my responsibility to cancel my license with the District of Summerland to avoid renewal fees and charges.

Applicant Signature: _____

Date: _____

Information collected on this form is done so under the authority of the *Freedom of Information and Protection of Privacy Act (FOIPPA)* and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Business Licences issued as a result of this application will be available to the public and relevant information will be shared with the Summerland Chamber of Commerce as part of the Chamber's Outreach Program. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-404-4037.

Office Use Only

Rate Code:

Inter-Community: Yes No

Annual Licence Fee:

Approved

Declined

Business Licence Inspector

Date



Property Owner Authorization – Business Licence

BUSINESS LICENCE APPLICANT INFORMATION:	
Applicant Name:	
Applicant Business Name:	

SUBJECT PROPERTY:	
Civic Address:	
PID & Legal Description:	

REGISTERED PROPERTY OWNER(S):	
NAME(s) ON TITLE:	
MAILING ADDRESS:	
PHONE:	EMAIL:

BUILDING/PROPERTY OWNER(S) AGREEMENT – All Owners on Title to Sign:		
As owner(s) of the above referenced subject property, I/we authorize the applicant to apply for and obtain a business licence for the above referenced property and consent to the subject properties use for the business listed above.		
NAME (PRINT):	SIGNATURE:	DATE:
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