



**DISTRICT OF SUMMERLAND  
BUSINESS LICENCE APPLICATION FORM**

<b>Application Type:</b>				
<input type="checkbox"/> <b>New</b>	<input type="checkbox"/> <b>Change of Address</b>	<input type="checkbox"/> <b>Change of Owner</b>	<input type="checkbox"/> <b>Change of Name</b>	<input type="checkbox"/> <b>Change of Category</b>
<b>Business Information:</b>				
<b>Business Operating Name:</b>				
<b>Business Address:</b>				<b>Unit #</b>
<b>City:</b>	<b>Province:</b>		<b>Postal Code:</b>	
<b>Business Mail Address (If Different):</b>				
<b>City:</b>				<b>Unit #</b>
<b>Province:</b>		<b>Postal Code:</b>		
<b>Business Description:</b>				
			<b>Business Floor Area:</b>	
			<b>Business Phone:</b>	
			<b>Business Email:</b>	
			<b>Business Fax:</b>	
<b>Business Website:</b>			<b># of Seats (Restaurants):</b>	
<b># of Employees:</b>			<b># of Chairs (Hair Salon/Barber):</b>	
<b># of Parking Stalls:</b>			<b># of Rooms (Motel/Hotel):</b>	
<b>Will there be any proposed Signage?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Strata Approval Required?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Are you renovating the business premises?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Inter-Community Licence Add On (\$150)</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>*For Home Occupation Businesses *</b>				
<b>Total Home Floor Area:</b>			<b>Floor Area of Business Area:</b>	
<b>Company Vehicle?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Will your business generate clients to the home?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Make(s)/Model(s):</b>				
<b>Property Owner Information (Limited Company or Person)</b>				
<b>Name</b>				
<b>Title/Position</b>				
<b>Address</b>				<b>Unit #</b>
<b>City</b>	<b>Province</b>		<b>Postal Code</b>	
<b>Phone</b>			<b>Email</b>	
<b>Applicant Information (If Different From Owner)</b>				
<b>Name</b>			<b>Technical Qualification #:</b>	
<b>Title/Position</b>				
<b>Address</b>				<b>Unit #</b>
<b>City</b>	<b>Province</b>		<b>Postal Code</b>	
<b>Phone</b>			<b>Email</b>	

- 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 undertake 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 and issued. If this application involves the use of premises for business purposes, the premise may not be occupied until it has been inspected by the authorities concerned and a business license 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**

<b>Rate Code:</b>	<b>Inter-Community:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Annual Licence Fee:</b>		
<b>Licence Number:</b>	<b>Department</b>	<b>Approved</b>	<b>Date</b>	<b>Signature</b>
<b>Comments:</b>	<b>Building</b>			
	<b>Planning</b>			
	<b>Fire Dept.</b>			
	<b>Interior Health</b>			
	<b>RCMP</b>			

☐ Approved

☐ Declined

\_\_\_\_\_  
Business Licence Inspector

\_\_\_\_\_  
Date

If you have any questions regarding Business Licencing in Summerland or about the Inter-Community Licence please contact us at one of the options below.

**Contact Business Licencing Department:**

Phone: 250-494-6451 ext. 3 or 4

Email: [business@summerland.ca](mailto:business@summerland.ca)

In Person: 13211 Henry Ave, Summerland, BC