



# BUSINESS LICENCE APPLICATION

3400 30<sup>th</sup> Street, Vernon, BC V1T 5E6  
Phone 250-550-3585 – Fax 250-549-1535  
[www.vernon.ca](http://www.vernon.ca)

NEW   
CHANGE   
CANCEL

## Business Information:

Business Trade Name: \_\_\_\_\_

Location: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: **BC** Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Comm. Flr. Area: (sq.ft) \_\_\_\_\_

## Type/Description of Business to be Conducted:

Home Occupation: Yes No Type: Minor Major Rural  
Is the above Business Location currently under construction and/or renovation? Yes No  
Is the above Business Location to be renovated prior to opening the business? Yes No  
Type of Construction/Renovation: \_\_\_\_\_

Mobile Licencing Option (Eligible Businesses Only)  
Yes No

## Food/Liquor Services Only:

Number of Seats: \_\_\_\_\_ Liquor Licenced: Yes No

## Hair/Esthetic Services Only:

Number of Salon Chairs: \_\_\_\_\_

## Accommodation Services Only:

Number of Units: \_\_\_\_\_

I, We \_\_\_\_\_, hereby make application for a licence in accordance with the particulars as above stated and declare that the above statement is true and correct. I undertake that if granted the licence applied for, I will comply with each and every obligation contained in all the Laws and By-laws now in force or which may hereafter come into force in The Corporation of the City of Vernon. I further understand, that if this application involves the use of premises for business purposes that they may not be occupied until they have been inspected by the authorities concerned and a licence issued. I also understand, that the payment of the Business Licence fee in advance does not guarantee approval.

Signature of Applicant \_\_\_\_\_

Name (Printed Please) \_\_\_\_\_

Date \_\_\_\_\_

**Note: The Licence period is from January 1 to December 31 in each year. No licence fee paid hereunder may be refunded. The Annual Licence Fee for NEW licences may be reduced pro-rata in respect of the licence issued after the commencement of the licences period, subject to a minimum fee of \$10.00.**

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request. The information on this form is collected under the authority of the current City of Vernon Business Licence Bylaw for the purposes related to this bylaw. Business Licences issued as a result of the application will be routinely available to the public. Any questions regarding the collection, retention and distribution of the information should be directed to the City of Vernon Head of Freedom of Information.*

## FOR OFFICE USE ONLY

LICENCE No. \_\_\_\_\_

CLASSIFICATION CODE \_\_\_\_\_

CLASS DESCRIPTION \_\_\_\_\_

ANNUAL LICENCE FEE \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

RES. BUS.  HOME OCC.  NON-RES BUS.

ZONING DESIGNATION \_\_\_\_\_

PROPERTY ROLL # \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_

COMMENTS \_\_\_\_\_

## APPROVALS REQUIRED ( X )

( ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Building Inspector Date (Y/M/D)

( ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Fire Chief or Inspector Date (Y/M/D)

( ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Environmental Health Officer Date (Y/M/D)

( ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Dir. Of C.D.D. or Planning Asst. Date (Y/M/D)

( X ) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Business Licence Inspector Date (Y/M/D)

H.O. Regulations Apply:  Minor  Major  Rural  Change of Ownership Only  Change of Location Only