



THE CORPORATION OF THE CITY OF VERNON

CANNABIS BUSINESS LICENCE APPLICATION

Phone 250-550-3634 – Email: buslicence@vernon.ca – Mailing – 3001 32 Avenue, Vernon, BC V1T 2L8
www.vernon.ca

NEW

RENEWAL

Business Information:

Owner Information:

Business Name: _____

Name(s): _____

Location: _____

Address: _____

Mailing Address: _____

City/Province: _____

Postal Code: _____

City: _____

Prov: _____

Postal Code: _____

Private Ph: _____

Cell: _____

Bus Phone: _____

Email: _____

Email: _____

Contact Person: _____

Phone: _____

Emergency Contact Person: _____

Phone: _____

Hours of Operation: _____

Façade changes/elevations attached

Yes

Signage Plan attached Yes

Proposed Security Measures attached

Yes

Floor Plan attached Yes

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

I, _____, hereby make application for a licence in accordance with the particulars as above stated and declare that the above statements are 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 Bylaws 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 all required inspections have been completed and a licence issued. I also understand that the payment of the Business Licence non refundable application fee in advance does not guarantee approval.

Signature of Applicant

Name (Printed Please)

Date

Note: There is a non-refundable application fee of \$5,000.00 due at application submission.

For an explanation of regulations and fees, please review the Business Licence Bylaw #5480 by visiting www.vernon.ca

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

Account No.: _____

Licence No. _____

Classification Code: _____

Classification Description: _____

Zoning Designation _____

Approvals Required

Planning

Building

Fire

APPROVED DENIED

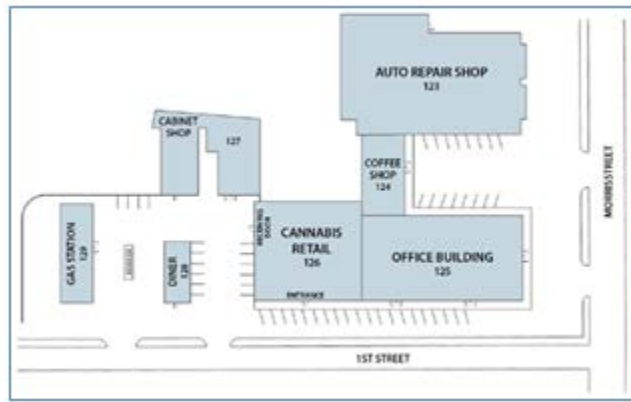
Considering Starting a Retail Cannabis Store?

The following steps are required before you can open shop:

1. Apply for a cannabis retail store license with The Liquor and Cannabis Regulation Branch (LCRB) using the cannabis licensing application portal: <https://justice.gov.bc.ca/cannabislicensing/>
2. The Province notifies the City of Vernon by email that your application has been received by the LCRB. The Province asks the City of Vernon to consider the application and to provide a written recommendation.
3. The applicant may now complete a City of Vernon Cannabis License Application form: https://www.vernon.ca/sites/default/files/docs/business/bl_cannabis_app_pdf_online_fillable.pdf

Applications must include the following to be considered:

- Application fee of \$5000 (this is non-refundable if the application is denied)
- Site plan of property showing abutting roads, property lines, building footprints, vehicular accesses and parking, and location of the retail store.



- Floor plans
- Proposed security measures

4. An acknowledgment letter is sent to the applicant and the application is sent for referral to the following:
 - Properties within 30m of the subject property
 - Internal departments: the Mayor, the City Councilors, The City Clerk's Office, the Building Department, the Economic Development Department, the Engineering Department, the RCMP, the Crime Prevention Coordinator, Bylaw Enforcement and the Protective Services Division.
 - External agencies: the School Board, the Chamber of Commerce and the Downtown Vernon Association (if downtown).

The above agencies and individuals have three weeks to respond with their comments.

5. When the referral deadline has passed City staff will prepare a report for City Council.
6. A Council resolution with conditions is sent to the Province. The applicant will receive a copy of this resolution.
7. The applicant may apply for a Building Permit for tenant or structural improvements if required. https://www.vernon.ca/sites/default/files/docs/building-planning/permits-applications/building_permit_app.pdf
8. The applicant may apply for a Sign Permit. https://www.vernon.ca/sites/default/files/docs/building-planning/permits-applications/sign_permit_app.pdf
9. Once the City has received confirmation of issuance of a Provincial license a City of Vernon Cannabis Business License will be issued.

Last modified: Feb.5, 2019