

**Type of License Application:**  New Business License

Change of Business License  
Location

<b>Business Information</b>	
*Name of Business:	
*Location of Business:	
*City:	*Province: <span style="float: right;">*Postal Code:</span>
*Phone Number:	*Email Address:
<b>Business Mailing Address</b>	
<input type="checkbox"/> Same as above	
Mailing Address:	
City:	Province: <span style="float: right;">Postal Code:</span>
<b>Owner Information</b>	
*Name of Owner:	Name of Joint Owner:
*Address:	
*City:	*Province: <span style="float: right;">*Postal Code:</span>
*Phone Number:	*Email Address:
<b>Business Details</b>	
*Description of business being conducted: <i>(Please describe products or services being provided.)</i>	
<b>Business Licence Application Requirements</b>	
*Is the business in a Commercial or Industrial space?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, please indicate the square footage of the space the business operates in. *Square footage of location:
*Is the business location currently under construction or going to be renovated for business?	<input type="checkbox"/> Yes <input type="checkbox"/> No If YES, you may require a building permit.
*Hours of Operation:	
Proposed Security Measures attached?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floor Plan/ Site Plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Façade changes/elevations provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Signage Plan provided?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Application Fee (refer to the Fees and Charges Bylaw #3909 – Section 14. Business Licences)	

### Acknowledgement

By signing this form, I hereby make application for a license in accordance with the particulars as above stated and declare that the above statement is true and correct. I undertake that if granted, the license 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 they have been inspected by the authorities concerned and a license issued. **I also understand that the payment of a Business Licence application fee is nonrefundable and payment does not guarantee approval.** If I am no longer operating my business, it is my responsibility to cancel my license with the City of Vernon to avoid renewal and charges.

**For an explanation of regulations and fees, please review the Business Licence Bylaw #5480 by visiting [www.vernon.ca](http://www.vernon.ca)**

Name of Applicant (printed)	Signature of Applicant	Date
<p><i>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 License 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.</i></p>		

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Applications can be emailed to [buslicense@vernon.ca](mailto:buslicense@vernon.ca) or in person at the Community Services Building

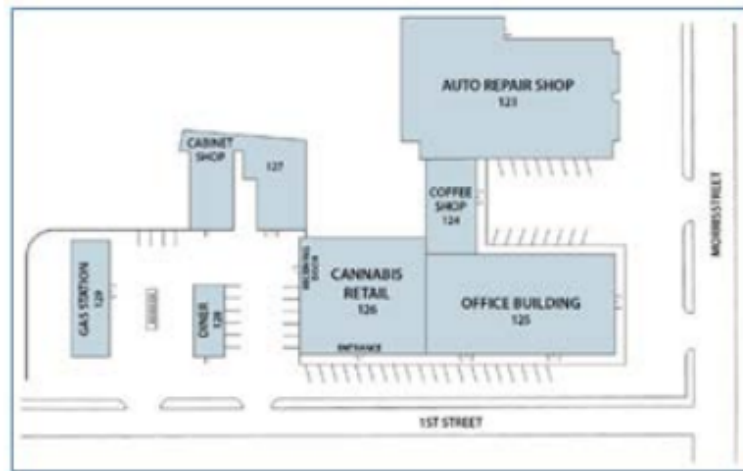
# Considering Starting a Retail Cannabis Store?

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: [Cannabis Business Licence Application](#)

Applications must include the following to be considered:

- Application fee of \$2500 (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. [Building Permit Application.pdf](#)
8. The applicant may apply for a Sign Permit. [Sign Permit Application.pdf](#)
9. Once the City has received confirmation of issuance of a Provincial license, a City of Vernon Cannabis Business License will be issued.