



# Business Licence Application Form

**It's easy to apply.**

1. Fill out the application form.
2. Submit your application:
  - electronically to [bylaw@peachland.ca](mailto:bylaw@peachland.ca);
  - in person or by mail to 5806 Beach Ave., Peachland, BC, V0H 1X7

If you need assistance, contact us: [bylaw@peachland.ca](mailto:bylaw@peachland.ca) or 250-212-2331



# Business Licence Application

Print clearly—only complete applications will be reviewed.

**The District of Peachland**  
5806 Beach Avenue  
Peachland, B.C. V0H 1X7  
Telephone: (250) 212-2331  
Email: [bylaw@peachland.ca](mailto:bylaw@peachland.ca)  
Fax: (250) 767-3433  
[www.peachland.ca](http://www.peachland.ca)

## BUSINESS INFORMATION

Business Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Business Address: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Business Description: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Are you the registered owner of the property listed above?  Yes  No. Fill out and submit the Owner Authorization Form.

## BUSINESS OWNER INFORMATION

Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(If different from business address) City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

## LICENCE INFORMATION

Status: New \_\_\_\_\_ Change\* \_\_\_\_\_ Fill out and submit the Change Authorization Form Cancel \_\_\_\_\_ Fill out and submit the Cancellation Form

Category: (check all that apply) Home Based \_\_\_\_\_ Commercial \_\_\_\_\_ Non-Resident \_\_\_\_\_ Outdoor Vendor \_\_\_\_\_  
Seasonal \_\_\_\_\_ Special Event \_\_\_\_\_ Non-Profit \_\_\_\_\_ Society # \_\_\_\_\_

Add Inter-municipal licence to allow you to conduct business in neighbouring communities.  Yes  No

Include my website and email information on Peachland's Business Directory.  Yes  No

Have any renovations been undertaken or are expected to be undertaken for this business?  Yes  No

\*change as described in Section 4.24 of the Business Licence Bylaw No. 2274, 2020

## ADDITIONAL REQUIREMENTS

**ADDITIONAL DOCUMENTS MAY BE REQUIRED TO PROCESS YOUR BUSINESS LICENCE APPLICATION DEPENDING ON THE NATURE OF YOUR BUSINESS.**

## APPLICATION FEES

Standard Business Licence:.... \$112.00

Inter-Community Licence:..... \$150.00  
(in addition to standard fee):

Seasonal Business Licence:.....\$56.00

Outdoor Vending Licence:..... \$56.00

Outdoor Vending Licence:.....\$435.00  
(requiring Council approval)

Non-medicinal Cannabis Retail ...\$5000.00

Cannabis Cultivation/Production:..\$2500.00  
(micro):

Cannabis Cultivation/Production:..\$5000.00  
(standard)

Cannabis Cultivation/Production:.. \$500.00  
(non-residential with ACMPR licence)

Licence Change:..... \$20.00/  
occurrence

Itinerant Show:....\$50.00

- Theatre
- Concert
- Beer Garden
- Concession
- Flea Market
- Film Production

Please Note:

Application fees are credited toward the First Year Licence Fee. Refer to Bylaw No. 2277 for annual licence fees.

**OTHER INFORMATION**

- All parking for Home Based Businesses must be provided for on-site. A site plan is required if clients are coming to your home.
- The Zoning Bylaw and Business Licence Bylaw regulate the number of clients, amount of floor space, and number of parking spots that are permitted for a Home Based Business. Floor plans may be requested.
- Floor plans are required for commercial businesses.
- There are limits to the number of employees and patrons that are permitted for Home Based Businesses.
- A building permit may be required if renovations or alterations are required to accommodate the business.
- Signs are permitted through the Sign Bylaw. If a sign is required, review the Sign Bylaw and submit an application.
- Inspections may be required prior to approval, depending on the nature of the business, including but not limited to: Fire Department, Building Department, Bylaw Department, Interior Health, and Liquor and Cannabis Licencing. Fire, Building, and Bylaw inspections will be arranged by the District. Other inspections are the responsibility of the applicant.
- An intercommunity licence is available to businesses operating in more than one community and participates in the Okanagan-Similkameen Intercommunity Business Licence Program. Businesses with a premise/home office in Peachland must hold a municipal business licence.
- Business licences (excluding inter-municipal licences) are reduced by 50% for any business licenced after July 1st of the year.
- There are no refunds for application fees or annual fees.
- Licences must be posted in a conspicuous location in the premise, vehicle, place, or structure for which it is issued.
- Renewals: Licencees must inform the District of the intent to renew prior to the beginning of the licensing period, and pay the annual fee, or the licence will expire. An email will be sent to all Licencees late in the year as a reminder. Please ensure your email address is up to date.
- Licences may be granted with Terms and Conditions attached which must be adhered to or the licence may be revoked or suspended.
- Non-profit Organizations and Societies must obtain a business licence for which there is a nominal fee of \$1.00.

**DECLARATION**

I/We:

- hereby make application for a business licence with the District of Peachland, and declare that the information provided in the due course of applying for a licence is true and correct;
- understand that it is illegal to do business in Peachland without a valid Business Licence and I/we may be subject to fines if operating without approval;
- understand that payment of the required, non-refundable application fee does not guarantee approval;
- understand that compliance with Municipal Bylaws, including but not limited to the Business Licence Bylaw, Fees Bylaw, Building Bylaw and Zoning Bylaw (as amended) is a requirement of approval;
- understand that an Inter-community (mobile) licence, requires me/us to comply with all the applicable Bylaws in those municipalities.

Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Department Approvals	Comments	Signature	Date
Planning / Zoning			
Building Inspector			
Fire Chief			
Health Inspector			
Liquor Inspector			
Other			

Application:  Approved  Declined—(reason) \_\_\_\_\_

Licence Category: \_\_\_\_\_ Licence Fee: \$ \_\_\_\_\_ Inter-Muni:  Yes  No Date: \_\_\_\_\_

Licence Inspector Signature: \_\_\_\_\_ Name (print): \_\_\_\_\_

Client Code: \_\_\_\_\_

Customer Number **B**



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## Owner Authorization

Please complete and submit this form with your Business Licence Application if you are not the registered owner of the property where you plan to conduct the business.

### REGISTERED OWNER INFORMATION

Owner Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

### SUBJECT PROPERTY INFORMATION

Civic Address of Subject Property: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ District Lot: \_\_\_\_\_ Plan: \_\_\_\_\_

PID: \_\_\_\_\_

### BUSINESS DESCRIPTION

\_\_\_\_\_  
\_\_\_\_\_

### OWNER DECLARATION

I/We, \_\_\_\_\_ the registered owner(s) of the subject property described  
Print Registered Owner Name  
above, hereby give authorization to \_\_\_\_\_ to complete and submit a  
Print Applicant Name  
Business Licence Application to conduct a business as proposed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Date