



209 Dutch Lake Road
 Clearwater, BC V0E 1N0
 Phone: 250-674-2257
 Fax: 250-674-2173
www.districtofclearwater.com

BUSINESS LICENCE APPLICATION

Business Licence No: _____

Application must be completed in full – **PLEASE PRINT**. At the time of application, the applicable licence fee, as prescribed in Schedule A (**see attached**) of Business Licensing and Regulation Bylaw No. 124, 2014, **must be paid**.

BUSINESS CONTACT INFORMATION – This business information will be made available to the public.	
Business Name:	
Business Address:	
Postal Code:	
Business Phone No.	Business Email:
Nature of Business (<i>give brief description</i>):	

Business Owner/Licencee Name(s) or Contact Person:
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Mailing Address (<i>if different from business address</i>):	Postal Code:
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Business Start Date:	Phone No.
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Category of Business – Check <u>Schedule “A” of Bylaw No. 124</u> (Attached) for Description and Discounts (Indicate one only):	
<input type="checkbox"/> Service (\$100) <input type="checkbox"/> Film Production (\$100) <input type="checkbox"/> Home Based Business (\$100) <input type="checkbox"/> Lodging – Less than 10 units (\$100) <input type="checkbox"/> Lodging – 10 units or more (\$200) <input type="checkbox"/> Special Events (\$100 per day) <input type="checkbox"/> Medical Marihuana Production Facility (\$1,000) <input type="checkbox"/> Non-Resident Business (\$100)	<input type="checkbox"/> Escort Service (\$1,000) <input type="checkbox"/> Financial Institutions (\$200) <input type="checkbox"/> Liquor Outlets (\$250) <input type="checkbox"/> Second Hand Dealers (\$200) <input type="checkbox"/> Entertainment (\$100) <input type="checkbox"/> Professional Office (\$100) <input type="checkbox"/> Bed and Breakfast (<i>Exempt from IHA Operating Permit requirement</i>) (\$100)

Interior Health Authority (IHA) Operating Permit <input type="checkbox"/> N/A <input type="checkbox"/> Yes (attached)	Do you require a Liquor Licence for this business? <input type="checkbox"/> Yes, copy attached <input type="checkbox"/> No
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Are you renovating or altering the premises? <input type="checkbox"/> Yes (a Building Permit may be required) <input type="checkbox"/> No	Are you a Mobile Vendor? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Provide Written Consent of Property Owner
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Declaration of Applicant(s): *I/we the undersigned hereby apply for a business licence in accordance with the information as stated and declare that the statements included and attached are true and correct to the best of my/our knowledge. If granted the licence applied for, I/we agree to comply with each and every contained in the regulations now in force or which may to come into force within the District. It is understood that I/we must renew the licence issued each year, that the licence is not transferable to any other person, that it is subject to review at any time, and may be suspended, revoked, or cancelled for failure to comply with any applicable laws or for reasonable cause.*

Date: _____ Signature of Applicant: _____

Personal information provided on this form is collected under the Community Charter, Business Licensing and Regulation Bylaw No. 124, 2014, and Freedom of Information and Protection of Privacy Act and will be used only for purposes related to your application. Business Licences issued as a result of the application and business contact information (as highlighted above) will be routinely available to the public including your business address, business email and telephone number provided. Any questions should be addressed to the Corporate Officer at 250-674-2257.

For Office Use Only

Mobile Vendors: Written Consent of Property Owner Yes N/A
IHA Operating Permit (for food) Yes N/A

Planning:

Property Zoning: _____

Is Proposed Business Use Permitted: Yes No

Approved: Yes No, if not, Reason: _____

Building Inspection:

Building Permit required: Yes Permit No. _____ No

Fire Department:

Fire Inspection Required: Yes No Added to Fire Safety Inspections

Approved: Yes No, if not, Reason: _____

Licence Fee: \$ _____ Collected: Yes No Form of Payment: _____

Business Licence Application: Approved/Licence # _____ Denied

Date: _____
Business Licence Inspector

Comments: _____

**SCHEDULE "A" of District of Clearwater Business Licensing
and Regulation Bylaw No. 124, 2014**

SCHEDULE OF BUSINESS LICENCE FEES

1. The following fees apply to businesses operating within the District:

CATEGORY	DESCRIPTION	LICENCE FEE
1. SERVICE	All businesses except those identified in Category 2,3,4,5,6, 7, 8, 12 and 14 of this Schedule "A"	\$100.00
2. ESCORT SERVICE	Escort Services	\$1,000.00
3. FILM PRODUCTION	As defined in Section 2 of Bylaw No. 124	\$100.00
4. FINANCIAL INSTITUTIONS	Banks, Credit Unions, Trust Companies, Finance Companies, Money Lenders	\$200.00
5. HOME BASED BUSINESS	Bed and Breakfasts, Services, Contractors, Professional Services	\$100.00
6. LIQUOR OUTLETS	Pubs, Lounges, Cabarets, Liquor Stores, wineries, cideries and microbreweries	\$250.00
7. LODGING	Motels / Hotels with less than 10 units , Campgrounds, RV Parks with no ancillary services. Motels / Hotels with 10 or more units including ancillary on site restaurant facilities	\$100.00 \$200.00
8. SECOND HAND DEALERS	Pawnbrokers, Auctioneers, Second Hand Goods Shops	\$200.00
9. SPECIAL EVENTS	As defined in Section 2 of Bylaw No. 124	\$100.00 per day, to a maximum of \$1,000 per event.
10. ENTERTAINMENT	Bingo Halls, Dance Halls, Amusement Arcades, Pool Halls, Theatres	\$100.00
11. MEDICAL MARIHUANA PRODUCTION FACILITY	Production and testing of medical marihuana, as licensed by Health Canada	\$100.00
12. PROFESSIONAL OFFICE	Medical, dental, accountant, counselling, insurance, real estate, administration and legal offices	\$100.00
13. NON-RESIDENT	Any business other than a resident business performing any work or service within the District	\$100.00
14. BED AND BREAKFAST	As defined in Section 2.1 of Bylaw No. 124	\$100.00

2. The Licence fee prescribed in this Schedule applies to the calendar year. **The fee shall be reduced:**
- by 50%** for a person who obtains a Licence after July 31st in any year;
 - by 25%** for a business identified in Category 1 – Service (in the Schedule of Business Licence Fees above) that is open for service only between April 1 and October 31st in any year, as stated by the operator in a solemn declaration; and
 - by 25%** for each business identified in Categories 1 (Service), 6 (Liquor Outlets), 7 (Lodging), or 12 (Professional Office) if more than one of those businesses is operated at the same civic address and by the same person.