APPLICATION TYPE:
☐ New Business
☐ Change of Ownership
☐ Change of Address
☐ Change of Name

Business License Application

BUSINESS INFORMATION:	
Business Name:	Nature of Business:
Number of Local Employees (include owners):	Proposed Start Date:
Business Address:	Mailing Address (if different than business address):
Business Phone Number:	Business Email Address:

BUSINESS OWNER/LICENSEE INFORMATION:	
Name:	
Street Address:	City/Town:
Province:	Postal Code:
Phone Number:	Email Address:

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

_____ _____

Signature of Business Owner or Authorized Agent Date

_____ _____

Print name of Business Owner or Authorized Agent Date

NOTICE OF COLLECTION OF PERSONAL INFORMATION:

Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the Town of Osoyoos. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Contact Corporate Services staff at the Town of Osoyoos for information.

APPLICATION REQUIREMENTS:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

☐ **Site Plan** – indicating the location of all on-site vehicle parking as required by the Town's zoning bylaw.

☐ **Floor Plan** – indicating the entire building.

Additional material or more detailed information may be requested by the Town upon reviewing the application.

OTHER AUTHORIZATIONS:

Depending on the nature of the business operation being proposed, additional authorizations may be required. To determine what other authorizations may be required, please refer to the following questionnaire:

What was the previous use of the space? _____

If the business represents a change of use, a building permit may be required. Please contact Planning & Development Services staff for further information.

Are alterations or renovations required to the building to facilitate the business? ☐ Yes* ☐ No

* NOTE: if alterations or renovations are required, a building permit may be required. Please contact Planning & Development Services staff for further information.

Are there any proposed signs planned for installation at this business location? ☐ Yes* ☐ No

* NOTE: if signs are planned for installation at this business location, a sign permit may be required. Please contact Planning & Development Services staff for further information.

Is the business a Food Premise or a Personal Service Establishment? ☐ Yes* ☐ No

* NOTE: Food Premises and Personal Service Establishments are regulated by, and require the approval of, the Interior Health Authority. Please contact the Interior Health Authority Environmental Health Officer at 250-770-5540 or EPHDirect@interiorhealth.ca for more information.

NOTE: This questionnaire is not intended to represent a comprehensive list of all required authorizations. The onus is on the applicant to undertake their due diligence to obtain all necessary approvals required to facilitate their business operation.