



Box 100 | 7400 Prospect Street
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 businesslicences@pemberton.ca
 Website: www.pemberton.ca

BED & BREAKFAST BUSINESS LICENCE APPLICATION

Licence Number:		Date:	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone	
		Business Phone:	
Email:			
Website:			
Business Location:		Mailing Address:	
Links to online advertisements:			
Describe rooms available for rent:			
<p>Is this an Auxiliary Business to another Business? YES <input type="checkbox"/> NO <input type="checkbox"/></p>			
Number of employees (including owner(s))			
Number of parking spaces:		Invoice Annually?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.</p> <p>The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.</p> <p>It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.</p>			
<i>Name of Applicant</i>	<i>Signature of Applicant</i>	<i>Date</i>	

Personal information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the Freedom of Information and Protection of Privacy Act. Questions about the collection of your personal information may be referred to Corporate & Legislative Services corporate@pemberton.ca or 604-894-6135).

BED & BREAKFAST BUSINESS LICENCE APPLICATION REQUIREMENTS

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued.

Please note that Business Licences must be renewed annually (see fee schedule below). If you are no longer conducting business within the Village boundaries, please notify the Village so that the Business can be noted as closed.

Business Licence Fee Schedule

Annual Licence Fee	\$150.00
Annual Licence fee, application received after October 1st	\$75.00
Administrative Fee (for changes made to business licence)	\$25.00
Late Payment Fee (for licence renewals if fee received after January 31 st)	25%
Reinspection Fees as per Fire Prevention Bylaw No. 744, 2013, and Building Bylaw 867, 2019	

APPLICATION CHECKLIST

The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued. **The Village of Pemberton wishes to advise that incomplete applications will no longer be accepted. It is the applicant’s responsibility to provide the required information for the application to be processed promptly.**

License Fee (Receipt Attached)		Parking Plan	
Links to all Online Advertisements		Sign Plan (if applicable)	
Confirmation of Ownership		Proof of Principal Residence	
VCH Approval (if Applicable)			

BED & BREAKFAST BUSINESS LICENCE APPLICATION

Bed and Breakfast operators are strongly encouraged to disclose their bed and breakfast operation to their home insurance providers. *I acknowledge that it is my responsibility to ensure that my home insurance coverage is adequate for the use of the property as a bed and breakfast operation.*

Initial: _____

I understand and will abide by the following provisions for bed & breakfast use as set out in the Village of Pemberton Zoning & Planning Bylaw No. 832, 2018, Section 224, which states:

Where permitted in a zone, one (1) bed and breakfast use per lot is permitted in a detached dwelling subject to the following regulations:

1. *The bed and breakfast use is accessory to the principal residential use, occurs in the principal residence of the land owner, and is operated by a full-time and present resident;*

Initial: _____

2. *A maximum of two (2) bedrooms in a detached dwelling are used for bed and breakfast;*

Initial: _____

3. *One (1) additional parking space per bedroom rented out as bed and breakfast is required; and*

Initial: _____

4. *A bed and breakfast use cannot be combined with any other home occupation.*

- (a) *The area designated for bed and breakfast use (including guest rooms and any common room provided outside of the residential occupant's personal area) must not contain cooking facilities or refrigerators in excess of six (6) cubic feet.*

Initial: _____

- (b) *A bed and breakfast shall not be combined with any other tourism accommodation use.*

Initial: _____

- (c) *A valid Village of Pemberton business license is required.*

Initial: _____

Name of Applicant

Signature of Applicant

Date

Name of Business: _____ Licence Type: _____

Application Fee Received: _____

*Attach copy of Receipt

Received By

Received On

Department	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES

Auxiliary to another business: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorized for Issuance:

 Manager, Corporate & Legislative Services, Name

 Signature

 Date

FOR FINANCE USE ONLY	
<input type="checkbox"/> Business License Issued	
<i>Issued by</i>	<i>Issued on</i>
<input type="checkbox"/> Fee Refunded (if applicable)	
<i>Refunded</i>	<i>Refunded on</i>