

## TRADE CONTRACTOR BUSINESS LICENCE APPLICATION

<b>Licence Number: Office Use Only</b>				<b>Application Date:</b>	
<b>Business Name:</b>		<b>Open Date:</b>			
<b>Owner Name(s):</b>		<b>Phone:</b>			
		<b>Phone:</b>			
<b>Manager Name:</b>		<b>Phone :</b>			
<b>Email:</b>					
<b>Website:</b>					
<b>Business Location:</b>			<b>Mailing Address:</b>		
<b>Business Activities – describe what you do:</b>					
<b>Is this an Auxiliary Business to another Business?</b>		YES		NO	
<b>Number of employees (including owner(s)):</b>		<b>Full time:</b>		<b>Part time:</b>	
				<b>Seasonal:</b>	
<b>Trade Qualification No:</b>		<b>Trade:</b>			
<b>Invoice Annually*?</b>	<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>	

## 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 Licence must be renewed annually (see fee schedule below).**

### Application Checklist

 LICENCE FEE

 APPLICATION  
FORM

Please include a copy of TQ.

### Fee Schedule

Annual Licence Fee	<b>\$150.00</b>
Annual Licence fee, application received after October 1st	<b>\$75.00</b>
Auxiliary Business Licence	<b>\$50.00</b>
Administrative Fee (for changes made to business licence account such as change of name or change of address)	<b>\$25.00</b>
Late Payment Fee (for licence renewals if fee received after January 31 <sup>st</sup> )	<b>25%</b>

## Business Service Listing

Thank you for your Business Licence Application. One of the benefits of your business licence is a listing in the Village’s public online Business Directory.

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name:			
Address:		Phone:	
		Mobile:	
Website:		Email:	

Business Category (Select One Only)		
<input type="checkbox"/> Accommodations	<input type="checkbox"/> Accounting & Bookkeeping	<input type="checkbox"/> Adventure, Recreation & Tours
<input type="checkbox"/> Artist & Dance Studios	<input type="checkbox"/> Arts, Culture & Heritage	<input type="checkbox"/> Automotive & Towing
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Childcare
<input type="checkbox"/> Chiropractic, Massage and Physiotherapy	<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Communications, Marketing & Event Management
<input type="checkbox"/> Community Group	<input type="checkbox"/> Computers & I.T.	<input type="checkbox"/> Consulting
<input type="checkbox"/> Contractor	<input type="checkbox"/> Cultural Map	<input type="checkbox"/> Financial Institution
<input type="checkbox"/> Garden & Landscape Services	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Medical & Dental	<input type="checkbox"/> Merchants & Retail
<input type="checkbox"/> Real Estate & Property Management	<input type="checkbox"/> Restaurants & Dining	<input type="checkbox"/> Services
<input type="checkbox"/> Storage	<input type="checkbox"/> Tourism	

**BRIEF DESCRIPTION:**

By signing below, I acknowledge that the information provided on this form will be published on a public website:

\_\_\_\_\_, 20 \_\_\_\_

<i>Name of Applicant</i>	<i>Signature of Applicant</i>	<i>Date</i>
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For office use only	
Date Entered on Website:	By:



**For Office Use Only**

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**

Business License Issued

*Issued by*

*Issued on*

Fee Refunded (if applicable)

*Refunded*

*Refunded on*