



BUSINESS LICENCE APPLICATION

TOWN OF PRINCETON

PO Box 670 151 Vermilion Ave

Princeton BC V0X 1W0

Phone 250-295-3135; Fax 250-295-3477

This is an application for a (Check all that apply)		
<input type="checkbox"/> Commercial Licence	<input type="checkbox"/> Home Based Business Licence	<input type="checkbox"/> Non-Residential Licence
<input type="checkbox"/> Intermunicipal Licence	<input type="checkbox"/> Seasonal Licence	<input type="checkbox"/> Change of name
Business Name: As you want it to appear on the licence		
Business physical address (include Unit #):		
Mailing address:		
City	Province	Postal Code
Business phone	Home Phone	
Email address	Fax	
Detailed description of business operation – list all uses that will occur as part of the business operation:		
Business owners name:		
Business owners mailing address (if different from mailing address above)		
City	Province	Postal Code
Number of dedicated and marked parking stalls:		
Expected date of occupancy:		
Zoning:		

Mandatory Building and Fire inspections are required for any commercial/industrial property or residential daycare, and a health inspection is also required, if applicable. It is the responsibility of the applicant to arrange for the required inspections by calling the inspector directly to arrange a date and time. The occupancy must not be opened to the public until the inspections are satisfactory.

Fire Department: 250-295-3325
 Building Inspection: 250-295-3135

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Town office at 250-295-3135.

Note: If you will be doing any type of construction to the premises to which you are applying for a business licence, you may need to apply for a Building Permit. Section 4.1 of Building Bylaw No. 976, 2020 states: "A person must not commence or continue any construction, alteration, excavation, reconstruction, demolition, removal, relocation or change the use or occupancy of any building, structure or real property including other work related to construction.

- (a) Except in conformity with the requirements of the building code and this bylaw; and
- (b) unless a building official has issued a valid and subsisting permit or the work under this bylaw."

I/We understand that the granting of a business license is dependent being in compliance with the bylaws of the Town and that the proposed business would not be carried out in contravention of the *Criminal Code* or the *Controlled Drugs and Substances Act*. I/we undertake, if granted the license applied for, to comply with each and every obligation contained in the bylaws now in force or which hereafter come into force in the Town of Princeton Municipal Business Licence Fee.

Signed _____

Dated _____

Fee Schedule	
Basic Fee	\$80.00
Fire Inspection – a copy of the inspection must be attached to this application.	\$55.00
Total Fee	\$
If you are unsure which charges apply to your business, please contact our office.	
Charge is prorated by 50% for application received after October 1 st of each year	
Inter-Community Licence Fee	\$170.00
To determine if you qualify for an Inter-Community Business Licence please refer to the ICBL Pamphlet	
Note: This fee is in addition to the required municipal licence fee	

OFFICE USE ONLY		
Business Licence Number: _____		
REFERRAL	Referral Date	Comments
Building		
Fire Dept.		Current fire inspection to be attached if required
Interior Health		Operating permit to be attached if required
RCMP		
Business Licensing Officer:		
Approved:	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date:	Signature:	