



BUSINESS LICENCE APPLICATION FORM

Businesses operating in Whistler are required to have a valid business licence. The information requested in this application form is necessary to fully evaluate your request for a licence. Completion of this form does not guarantee approval of a business licence. Standard applications may be processed within five working days. More complex applications may take additional time.

TYPE OF APPLICATION

- New
- Change to existing business licence number _____

TYPE OF BUSINESS & LOCATION

- Resident – located in Whistler and operating from the following **commercial** location:

- Non-resident – doing business in Whistler but based outside of Whistler at this location:

- Home occupation – business operating from a residential location in Whistler
(including massage practitioner operating as a contract worker) at the following **home** address:

Is your business registered with the Province of British Columbia? Yes No

If yes, please provide copy of registration documents and CCRA Business number _____

INFORMATION

Name of business _____

Business description _____

Mailing address _____

Business telephone _____

E mail _____

Business Owner _____

Telephone _____ Cell _____

E mail _____

RESIDENT BUSINESS OWNERS OPERATING IN A COMMERCIAL SPACE

Building and Fire Code inspections must be conducted as part of the licence approval process. If you are leasing a space and plan on making any alterations, you must apply for a building permit and receive an occupancy permit before we will issue your business licence.

Opening in an existing improved space? The Building Department and Fire Department will still inspect to ensure that the premises match the building plans on file, and that the space meets current BC Building and Fire Codes.

- ✓ Please provide a copy of your lease agreement with this application.

HOME OCCUPATION APPLICANTS

Business operations must comply with the Zoning and Parking Bylaw No. 303, 1983 regulations for home occupation use:

- a) Alterations are not made to any building in a residential zone to indicate it is being used for any purpose other than its principal use;
- b) The maximum number of persons who do not normally occupy the dwelling unit engaged in home occupation use is one;
- c) No products or materials are stored outside of a principal building and auxiliary building; and
- d) No products or materials are sold from a home occupation use which is located in a residential zone.

If you live in a strata property, we require proof of approval by providing a signed strata waiver form.

The RMOW reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the RMOW regarding the operation, ownership or any other aspect of the business in question.

I _____ hereby make application for a licence in accordance with all of the information as above stated and declare that this is a true and correct statement; the information may be shared in accordance with the Freedom of Information Act and further agree to comply with all the relevant bylaws of the Resort Municipality of Whistler. **I understand that I cannot commence business until such time as a business licence has been approved and issued.**

Name of Applicant _____ Position in Business _____

Signature _____ Date _____

All licences will expire annually on 31 of December of each year. The annual fee in the first year will be pro-rated based on the business start date. Upon licence approval, we will send you an invoice for the licence fee. Your business licence will be processed after we receive payment for the licence fees.