



Please Print Clearly. This Business Licence Application may be used for:

<input type="checkbox"/> <b>New Business</b>	<input type="checkbox"/> <b>Inter-Community Business Licence</b>	<input type="checkbox"/> <b>Change of Location</b>
<input type="checkbox"/> <b>Change of Ownership</b>	<input type="checkbox"/> <b>Change of Mailing Address</b>	<input type="checkbox"/> <b>Change of Business Name</b>

## Section 1. Business Information (Please complete for all uses):

Business Licence Number:	ICBL Number:	Expected Opening Date:	Is this a Home Based Business:
Business Name:			
Proposed Business Location Address:			Business Phone No:
Proposed Mailing Address: (If different from location)			Business Fax No:
Business Contact Email Address and / or Website Address:			
Name Business Owner (if company, please also provide contact name of person):			Contact Telephone No:
Describe Nature of the Business:			Number of Employees:

## Section 2. Building Information: (See "Occupancy" in Pamphlet)

Describe any renovations to business location prior to opening:

Proposed Type of Occupancy:	Is the building shared by other tenants? <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Food / Liquor Services Only:</b> Number of Seats: _____ Liquor Licence: Yes <input type="checkbox"/> No <input type="checkbox"/>	Previous Occupancy and owner name if known:

## Section 3. Declaration:

*I/We UNDERSTAND that the issuance of a Business Licence by the City of Cranbrook should not be relied upon by the Licensee as a warranty or representation of the Corporation of the City of Cranbrook that the lands on which the business are to operate are suitably zoned for the business and all aspects of the business operation. It is the responsibility of the holder of a Business Licence to ensure that the business on the premises for which the licence has been issued conform to the Zoning Bylaw of the City of Cranbrook and all other applicable bylaws, as well as Provincial and Federal Acts or Regulations. Payment of the Business Licence fee in advance does not guarantee approval. If this is a "Home Based Business", I have read and will comply with the Home Based Business Zoning Regulations. If this is an Inter Community Business Licence I will comply with all regulations and Bylaws of the participating municipality(s) and adhere to the regulations set out in the City of Cranbrook Inter Community Business Licence Bylaw No. 3877, 2016*

Signature of Applicant \_\_\_\_\_ Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

The Business Licence owner recognizes that the following information will be used in a "Business Licence Database" which will be published on the City's website: Business Name / Business contact phone number / Business contact email or website address / Business Licence type and use.

Business Licence Owner Initial \_\_\_\_\_

Personal information contained on this form is collected under the *Community Charter* and in accordance with the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of processing the application. For questions or additional information pertaining to your personal information, contact City Hall at 250.426.4211.

<b>OFFICE USE / APPROVALS</b>	Building Inspector:	Date:
	Fire Inspector:	Date:
	Planning:	Date:
	Other:	Date:
	<b>Approved on:</b>	<b>Licence Inspector Signature:</b>
	Account No: _____ Category: _____ Code: _____ Zoning Designation: _____	
	Roll Number: _____ ICBL Fee: _____ Licence Fee: _____	