

**CITY OF MERRITT**  
Business Licence Application

**NOTE:** Please consult our business licence webpage ([merritt.ca/business-licence](http://merritt.ca/business-licence)) to make sure you understand the content and timeline of this form. Please fill this application completely. For questions related to this form, please contact our Economic Development Office at 250.378.8623 or email [ecdev@merritt.ca](mailto:ecdev@merritt.ca).

Please check all that apply:  Non-Profit

New business     Change of Owner     Change of Location     Change of Name     Other

BUSINESS GENERAL INFORMATION			
Business Trade Name: <i>(as registered with the Province of BC)</i>			
Applicant Name:	Role:	<input type="checkbox"/> Owner	<input type="checkbox"/> Agent
Location Address:	Postal Code:		
Mailing Address:	Postal Code:		
Email Address:	Phone #:		
Website:	Include in business directory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

TYPE OF LICENCE	<input type="checkbox"/> Standard 1-year (auto-renew) (\$150) (non-profit: \$0)	<input type="checkbox"/> Short term: 3 months (\$55)	<input type="checkbox"/> Short term: 6 months (\$90)
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TYPE OF BUSINESS					
<input type="checkbox"/> Store Front	<input type="checkbox"/> Home-based Business	<input type="checkbox"/> Mobile Business	<input type="checkbox"/> Food Truck		
Business description:					
Will your business include any of these goods or services?	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Body Services	<input type="checkbox"/> Child Care	<input type="checkbox"/> Retail Cannabis

BUILDING					
New or existing building?	<input type="checkbox"/> New building		<input type="checkbox"/> Existing building		
Do you rent or own the building?	<input type="checkbox"/> I rent the building		<input type="checkbox"/> I own the building		
Total Floor Area (Sq.Ft.):			Number of parking spaces available:		
Are you installing a sign?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	Permit #:	Size:	
Is any construction or renovation contemplated? *	<input type="checkbox"/> No	<input type="checkbox"/> Yes	(If yes, please specify):		

*\*If your proposed use/business is different than the previous use at the address listed above, OR if any construction or renovation is contemplated, please contact the Building Inspector at [building@merritt.ca](mailto:building@merritt.ca) or at 250.378.8622, as a building permit may be required. Please note that if a building permit is required, your business licence will not be issued until the building permit process is completed.*

**BUSINESS STATUS**

Are you open for business now?  No  Yes Proposed opening date at the above location: \_\_\_\_\_

**EMPLOYMENT**

Total persons employed Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

**INTER-COMMUNITY BUSINESS LICENSE (ICBL)**

*ICBLs are purchased in addition to the standard business license.*

*Merritt businesses currently have the option of carrying out business in two ICBL areas. The ICBL programs differ in what business types are eligible. Please make sure you understand the requirements and restrictions connected to any ICBL program you are interested in. For more information, visit [merritt.ca](http://merritt.ca)*

Thompson-Nicola (+\$75)

Okanagan-Similkameen (+\$150)

**ADDITIONAL QUESTIONS**

What is your market reach?

Local  Regional  Provincial  
 National  International  Online

Do you wish to receive business related information from the Economic Development Department?

Yes  No

Would you like to speak to the Economic Development Department regarding your business?

Yes  No

**OVERVIEW MUNICIPAL FEES**

Administration Fee:	\$50	Non-profit: \$0   Retail cannabis: \$650
Municipal Inspection fee	\$50 per inspection	Up to 3 different inspections required (follow-up inspection included)
Regular Business License:	\$150	First year is pro-rated per month. <i>(example: starting in July will cost \$75 for the remainder of the first year)</i>

**ENSURE YOUR BUSINESS IS REGISTERED WITH THE PROVINCE OF BC BEFORE applying for a business licence with the City. You will need to submit an application to get your business name approved before you can proceed. Start with the BizPal (<https://services.bizpal-perle.ca>). BizPal is a one-stop shop for permits and licences from all levels of government.**

*I hereby make application for a licence in accordance with the particulars as above stated and declare the above statement is true and correct and I undertake that if I am granted the licence applied for I 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 City of Merritt. I further understand that if this application involves the use of premises for business purposes that they may not be occupied until they have been approved by the City Departments concerned and a licence issued. I also understand that the payment of the Business Licence fee in advance does not guarantee approval. The personal information collected herein will be used solely for the purposes of administering the City's business licence bylaw (Bylaw No 2268, 2019) and is subject to the provisions of the Freedom of Information & Protection of Privacy Act.*

I consent to sharing my business information with the Merritt & District Chamber of Commerce.

I consent to receiving email communications from the City of Merritt and the Merritt & District Chamber of Commerce.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

**SUBMIT TO ECDEV@MERRITT.CA**