

CITY OF MERRITT
Business License Application

NOTE: Please consult our business license guide to make sure you understand the content and timeline of this form. For questions related to this form, please contact our bylaw officer at (250) 378-8628 or email bylaw@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:			
Applicant Name:		Role:	<input type="checkbox"/> Owner <input type="checkbox"/> Agent
Location Address:		Postal Code:	
Mailing Address (opt):		Postal Code:	
Email Address:		Phone #:	
Website:		Include in business directory?	<input type="checkbox"/> Yes <input type="checkbox"/> No

TYPE OF LICENSE	Standard 1-year (auto-renew) (\$150) (non-profit: \$0)	Short term: 3 months (\$55)	Short term: 6 months (\$90)
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TYPE OF BUSINESS					
Store Front	Home-based Business		Mobile Business		
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 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:
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EMPLOYMENT

Total persons employed	Full-time:	Part-time:
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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, with a third, Thompson Nicola ICBL area to be established in Spring 2020. The ICBL schemes differ in what business types are eligible. Please make sure you understand the requirements and restrictions connected to any ICBL scheme you are interested in. For more information, visit merritt.ca

Okanagan-Similkameen (+\$150)

Fraser Valley (+\$250)

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

Application Fee:	\$50	Non-profit: \$0 retail cannabis: \$650
Municipal Inspection fee (/inspection):	\$50	one follow-up inspection included Non-profit: \$0
Regular Business License:	\$150	First year is pro-rated per month. (example: starting in July will cost \$75 for the remainder of the first year)

Please note that Business License Applications generally take between one to four (1-4) weeks to process, depending on whether inspections are necessary. An incomplete application, or any items that need to be addressed by the business owner following inspections, may result in longer processing times. Where renovations or new construction is contemplated, the final building and fire inspections will not take place until after renovations have been completed.

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 and is subject to the provisions of the Freedom of Information & Protection of Privacy Act.

DATE

SIGNATURE