



# BUSINESS LICENCE APPLICATION

## Community Services

1450 K.L.O. Road  
Kelowna, B.C. V1W 3Z4  
Telephone: (250) 469-6211  
Fax: (250) 762-7011  
[business@rdco.com](mailto:business@rdco.com)  
[www.regionaldistrict.com](http://www.regionaldistrict.com)

YEAR \_\_\_\_\_ Date of Application \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (month) (year)

Business Name \_\_\_\_\_

Business Location Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Business Phone \_\_\_\_\_ Fax \_\_\_\_\_

Home Phone \_\_\_\_\_ Email Address \_\_\_\_\_

*Business Description* \_\_\_\_\_

Owner' Name \_\_\_\_\_

Owner's Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_ Owner's Phone# \_\_\_\_\_

Other Contact Name (where applicable) \_\_\_\_\_

Owner/Operator Signature \_\_\_\_\_

### Schedule of Fees:

#### Full year: Jan. 1 – Dec. 31

- |   |          |                          |
|---|----------|--------------------------|
| Municipal (RDCO)  | \$85.00  | <input type="checkbox"/> |
| Inter-Community (Municipal required) (\$85.00+\$150.00)   | \$235.00 | <input type="checkbox"/> |
| Inter-Community (If Municipal already paid)               | \$150.00 | <input type="checkbox"/> |
| Late fee (Applicable to renewals not paid before Jan 1st) | \$25.00  | <input type="checkbox"/> |
| Transfer fee (Change of address or ownership)             | \$25.00  | <input type="checkbox"/> |

#### Half year: July. 1 – Dec. 31 (New businesses only)

- |  |          |                          |
|--|----------|--------------------------|
| Municipal (RDCO)                                       | \$42.50  | <input type="checkbox"/> |
| Inter-Community (Municipal required) (\$75.00+\$42.50) | \$117.50 | <input type="checkbox"/> |
| Inter-Community (If Municipal already paid)            | \$75.00  | <input type="checkbox"/> |
| Transfer fee (Change of address or ownership)          | \$25.00  | <input type="checkbox"/> |

**Total Fee for Licence(s):** \$ \_\_\_\_\_

## ACCOUNT NUMBER

Office Use Only

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Business Licensing Officer

**Office Use Only**

**GIS Data Attached** \_\_\_\_\_

Client Code: 

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Batch Number: 

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Approved in this zone: \_\_\_\_\_

**Mailed copy of:** RDCO Business Licence Bylaw \_\_\_\_\_  
ICBL Policies and Procedures \_\_\_\_\_ RDCO ICBL Bylaw \_\_\_\_\_  
Home Based Business: Minor \_\_ Standard \_\_ Major \_\_ Agriculture \_\_  
Bed & Breakfast \_\_\_\_ Prohibited Vehicles \_\_\_\_ Joe Rich \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(day) (mo) (year)

\_\_\_\_\_  
Licensing Officer