



# ACCOMMODATION Business License Application Form

410 Kinchant Street, Quesnel, BC V2J 7J5

Questions about this form: Phone: 250-992-2111 or Email: [financedepartment@quesnel.ca](mailto:financedepartment@quesnel.ca)

Form submission: Submit to the address above or Fax: 250-992-1512

<i>FOR OFFICE USE ONLY</i> Business License #	Application Received By:
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**PLEASE READ 'THE RENTAL PROPERTY BUSINESS LICENSE INFORMATION SHEET' PRIOR TO COMPLETING THIS FORM.**

All business licenses expire on December 31<sup>st</sup> of the current year. Renewal notices are mailed in December for the following year to the current address we have on file for your business. Please be sure to update the City should this address change.

**Application Type:**

- New License
- New Ownership (\$50.00)
- Business Name Change
- Location Change (\$50.00)

**Type of Business:**

- Apartment
- Assisted Living Building
- Bed and Breakfast
- Hotel
- Mobile Home Park
- Motel
- RV Park
- Other

Name of Building/Business: \_\_\_\_\_  
(if applicable)

<b>Property Owner</b>
Name:
Address:
City: <span style="float: right;">Postal Code:</span>
Phone: <span style="float: right;">Alternate Phone:</span>
Fax: <span style="float: right;">Email:</span>
<b>Agent Information</b> (Must submit written authorization from property owner with this form to act on their behalf)
Name:
Address:
City: <span style="float: right;">Postal Code:</span>
Phone: <span style="float: right;">Alternate Phone:</span>
Fax: <span style="float: right;">Email:</span>

**Complete Section A for ONE Property with two or more units**

<b>SECTION A: Property Information</b>
Address: <span style="float: right;">Postal Code:</span>
Check the total number of units at this property:
<input type="checkbox"/> Two units <input type="checkbox"/> 3 – 10 units, specify: <input type="checkbox"/> 11 or more units, specify:

**NOTE: If you have multiple properties with more than four units on each, you must complete SECTION A on a separate application form for each property.**

**Complete Section B if you have the following:**

- Multiple rental properties (**Two to four units on each property**)

<b>SECTION B: Property Information</b> (List all properties with two to four units)			
	<b>Address</b>	<b>Postal Code</b>	<b>Total No. of Units</b> (MUST not exceed four)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
Attach additional sheet(s) if more space is needed			TOTAL # UNITS

**Documentation Checklist:**

- Property Owner letter of permission for Agent to act on their behalf

I/We, the undersigned, confirm as the applicant and/or business owner(s) that the above noted information is correct and agree to comply with all relevant provisions of the Business Regulation and Licensing Bylaw, any other applicable City bylaws and other laws in force, now and in the future. Further, failure to meet these obligations may result in the business license being suspended or reported to City Council for possible revocation.

I/We, the undersigned, understand that renewal fees are due January 1<sup>st</sup> of each calendar year and that I/We will notify the City of Quesnel if I/We no longer require a business license.

I/We, the undersigned, understand that the personal information collected on this form is collected for the purpose of processing this application and for the administration and the enforcement of this business license. The personal information collected is under the authority of the *Community Charter, Local Government Act* and the City's bylaws. In accordance with the *Freedom of Information and Protection of Privacy Act*, this application and associated documentation may become part of a public record.

Questions about the collection of your personal information may be referred to the Director of Corporate and Financial Services, Kari Bolton, at (250) 992-2111.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date