



FOR ADMINISTRATION ONLY:
 Licence Fee Paid: _____
 Registered with TSP: _____
 Approved by License Inspector: _____

BUSINESS LICENCE APPLICATION

Business Operating Address: _____

Please provide a copy of the property title for any business operating addresses in Sun Peaks

Please check all that apply:

- New Licence
 Change of Location
 Change of Ownership
 Change of Business Name

Applicant(s) Personal Contact Details

First & Last Name(s): _____

Address: _____

Phone Number: _____

Email: _____

Type of Business

Short Term Nightly Rental

Rezoning/TUP # (if applicable): _____

Condo/Townhouse
 Single/Two Family Dwelling:
 Main Dwelling or
 Suite

Number of bedrooms rented: _____.

Maximum guest occupancy: _____.

Number of parking stalls: _____.

On-Mountain Contact *(available to respond to the property 24 hours a day, 7 days a week)*

Name: _____

Contact Number: _____

Email: _____

(All boxes below must be checked before business licence application will be accepted)

- I confirm that there are no **outstanding fines or penalties** related to my property.
- I have read and agree to comply with the **Business Licencing and Regulation Bylaw No 0203**.
- I have posted a **Guest Information Notice (GIN)** in my unit, clearly visible to guests.
- I have submitted a **Garbage disposal** plan (see GIN).
- I have registered my STNR with **Tourism Sun Peaks** for business and common fees.
- (For TUP properties only) I have submitted the **\$1,000 deposit**.
- I acknowledge that I am required to pay all applicable taxes, including **MRDT and PST**.

All other types

- Professional/Contractor Services
- Restaurant (Licensed)
Seating area (M2): _____
- Restaurant (Non-Licensed)
Seating area (M2): _____
- Retail Sales
Retail area (M2): _____
- Real Estate Office
Retail area (M2): _____
No. of Agents: _____
- Hotel/Rental Property Manager
No. of Managed Properties: _____
- Liquor Store/Beer & Wine/Cannabis
- Cabaret/Night Club
- Ski Lift Operator/Golf Course Operator
- Other (please describe): _____

Declaration & Signature

By submitting this business licence application, the applicant hereby declares that all information provided is correct and that they will comply with all bylaws and regulations of Sun Peaks Mountain Resort Municipality.

Signature of Applicant: _____ Date: _____

Please provide a completed owner authorization form if the applicant is not the property owner

Methods of Payment:

1. E-Transfer: Send an Interac e-Transfer to payments@sunpeaks-municipality.ca (Include your STNR address in the notes field)
2. Online Payment: Visit <https://payment.optionpay.ca/sun-peaks-mountain-resort-municipality/index.php> (fees apply)
3. In Person: Pay at Sun Peaks Municipality during standard business hours. Debit and credit accepted (fees apply).
4. By Cheque: Cheques payable to "Sun Peaks Mountain Resort Municipality" mail to: 106-3270 Village Way, Sun Peaks, BC V0E 5N0

BUSINESS LICENCE APPLICATION

Sun Peaks Mountain Resort Municipality CLASSIFICATION and FEE SCHEDULE

Business Operation	Fee
Non licensed restaurants/snack bar Business operation where prepared food or non-alcoholic beverage (not licensed under the Provincial Liquor Control and Licensing Act) are served to the public for consumption on or off the premises.	Flat Fee \$350
Licensed Full-Service Restaurant/Bar Business operation where food and alcoholic beverages are served to the public for consumption on the premises. Licensed as either primary food or primary liquor services by the Provincial Liquor Control and Licensing Act, including off-premises liquor sales. ≤ 50 m ² of seating space 51-100 m ² of seating space ≥ 101 m ² of seating space	Flat fee \$350 Flat fee \$450 Flat fee \$550
Cabaret/Night Club Licensed Bar Business operation which primarily serves alcohol with or without entertainment on the premises licensed to provide entertainment and where alcohol is served after midnight on most evenings of operation.	Flat fee of \$850
Liquor Store/Beer and Wine Store/Retail Cannabis Store Business operation where alcohol and/or cannabis is sold and licensed by Provincial and/or Federal regulation for off premises consumption.	Flat fee of \$550
Professional/Contractor Services Business operation providing professional/contractor services at locations within the SPMRM.	Flat fee of \$175
Retail Sales/Rental Outlets/Real Estate Offices Establishment selling/renting goods and articles to the public at large or selling real estate located within SPMRM. ≤ 93 m ² of retail space > 93 m ² and ≤ 185 m ² of retail space > 185 m ² of retail space In addition, there is a licensed real estate agent fee	Flat fee \$225 Flat fee \$350 Flat fee \$350 Flat fee \$50
Ski Lift Operator Business that operates ski lifts	Flat fee \$800
Golf Course Operator Business that operates a golf course	Flat fee \$800
Hotel/Rental Property Managers Business operators who manage the short-term nightly rental of properties within the SPMRM. ≤ 25 dwelling units > 25 and ≤ 100 dwelling units > 100 dwelling units	Flat fee \$400 Flat fee \$450 Flat fee \$550
RS-1A and TUP Short Term Rental Properties (each property requires a license) Any legally zoned RS-1A property or holding a valid Temporary Use Permit for short-term nightly rental that is not a Hotel or within a strata complex. Fees are calculated on each unit (i.e. main + suite).	Studio-1 BR \$275 2 BR \$425 3 BR \$550 ≥4 BR \$675
Strata Complex Short Term Rental Properties Any legally permitted property within a strata complex providing Tourist Accommodation that is not a Hotel. Fees are calculated on each unit.	Studio-1 BR \$175 2 BR \$275 3 BR \$375 4+ BR \$450
All other businesses not listed	Flat fee of \$175

BUSINESS LICENCE APPLICATION

GUEST INFORMATION NOTICE for SHORT TERM NIGHTLY RENTALS

Property Address: _____

Business Licence #: _____

Welcome to our home! We ask that you please respect the house, our neighbours and the local environment by following these rules.

Occupancy & Parking

- **Maximum Occupancy:** _____ persons
 - **Maximum Overnight Vehicles:** _____
 - **Designated Parking Area(s):** _____
 - **Overflow parking available at:** _____
-

Garbage & Recycling Plan

- **Garbage disposal:** _____
 - **Recycling disposal:** _____
 - *Guests must not leave garbage or recycling outdoors; all waste must be secured to prevent attracting wildlife.*
-

Noise & Hot Tub Hours

- **Quiet Hours:** 10pm – 7am
 - **Hot Tub Hours (if applicable):** _____ – _____
 - *Parties, loud music, or outdoor noise during quiet hours are not permitted.*
-

Contacts

- **24/7 On-Mountain Contact:** _____
Email: _____ Phone: _____
- **Municipal Bylaw Department:** bylaw@sunpeaks municipality.ca | 778-257-2275
- **Emergency:** 911

Guests must comply with all Sun Peaks Resort Municipality bylaws, including the Noise Control and Waste Management regulations. Violations may result in fines.

Thank you for being a considerate guest. We hope you enjoy your stay!

SHORT TERM RENTAL 24/7 COMPLAINT HOTLINE: 778-910-4479