

Resort Village of Aquadeo

<u>Policy Title</u>	<u>Policy #</u>	<u>Resolution</u>	<u>Resolution Date</u>	<u># of pages</u>	<u>Forms</u>
Business License Policy	GG-015	289/23	October 20/23	2	3

Policy Objective:

To provide direction for Management regarding business license applications and fees

Background:

1. The Resort Village of Aquadeo has passed a Business License Bylaw to help co-ordinate licensing within the Resort Village
2. With these license requirements, the Council and Staff for the Resort Village of Aquadeo will have a better understanding of the organizations, companies and contractors working within the Resort Village.
3. As well, if a resident is requesting the services of a contractor, the office staff will be better equipped to provide information on the Contractor/Company that may meet the residents needs.

Policy:

1. To set the fees for the Business License
2. Application Forms necessary to apply for:
 - a. New Business License
 - b. Renew the Business License
 - c. Set up an informational package for the Resort Villages Website
3. Enforcement
 - a. The RVA Office Staff will provide a 30 day warning letter prior to issuing any penalty under the Penalties portion of this Policy.

Procedure

Fees:

Business Type	Application Fee	Renewal Fee
Childcare Center	\$50.00	\$50.00
Contractor	\$50.00	\$50.00
Direct Seller	\$50.00	\$50.00
Farmers' Market (per organization, per year	\$50.00	\$50.00
Home-Based Business	\$50.00	\$50.00
Trade Show (per organization, per year)	\$50.00	\$50.00
Unclassified	\$50.00	\$50.00
For certain business which fall below the annual income threshold of \$10,000.00		
Childcare Center	0.00	0.00

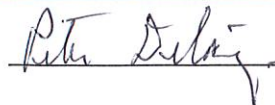
GG-015

RESORT VILLAGE OF AQUADEO

Policy Title: Business License Policy

Date Issued: Res #289/23 – October 20/2023

Replaced – Res #



Mayor

Resort Village of Aquadec

Contractor	0.00	0.00
Home-based business	0.00	0.00
Unclassified	0.00	0.00

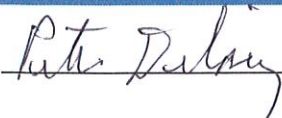
Penalties:

Business License Bylaw Section	Description of Offence	Penalty Amount
D.6(i)	Conducting a business without a license	\$300.00
D.6(ii)	Conducting business activity from a premises not identified on a business license	\$100.00
D.6(iii)	Conducting a business without renewal	\$300.00
D.6(iv)	Failure to post business license at premises at which business activities are being conducted	\$100.00
D.6(v)	Failure to produce license when requested by authorized personnel	\$100.00
D.6(vi)	Providing false or misleading information to a Resort Village or Designated Official	\$300.00

GG-015

RESORT VILLAGE OF AQUADECO

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 Mayor



Business License Application Form - New Business

For office use only		
Customer Roll #	Fee	Receipt #

Application Type:	<input type="checkbox"/> New Local Business	<input type="checkbox"/> New Home-Based Business (supplemental form required)	<input type="checkbox"/> New Non-Resident
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Applicants Name:	Date of Application:
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Business Name:	Business Start Date:
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Type of Business (please choose one):	<input type="checkbox"/> Catering
<input type="checkbox"/> Personal Services (i.e. beauty/aesthetics, message)	<input type="checkbox"/> Instructional services (i.e. music, dance, crafts)
<input type="checkbox"/> Daycare/Childcare	<input type="checkbox"/> Contractor
<input type="checkbox"/> Administration (typing or bookkeeping service)	<input type="checkbox"/> Taxi (supplemental form required)
<input type="checkbox"/> Administration Office for businesses conducted offsite	<input type="checkbox"/> Farmers' Market (supplemental form required)
<input type="checkbox"/> It/Computer related	<input type="checkbox"/> Trade Fair (supplemental form required)
<input type="checkbox"/> Cleaning/Janitorial	<input type="checkbox"/> Small Item Repair (i.e. watches, small appliances)
<input type="checkbox"/> Construction/Contracting/Tradesperson	<input type="checkbox"/> Direct Seller: (Company Name)
<input type="checkbox"/> Courier/Delivery	
<input type="checkbox"/> Tow Service	<input type="checkbox"/> Other (describe in one or two words):
<input type="checkbox"/> Trucking	
<input type="checkbox"/> Yard/Lawn/Tree Care	
<input type="checkbox"/> Professional Office (i.e. architect, accountant, graphic, web designer)	

Applicant Mailing Address:	
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Phone Number:	Cell Number:	Fax Number:
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Website Address:	Email:
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Please Initial:

_____ Licenses are valid for one (1) calendar year expiring on December 31st of each year.

_____ The issuing of a license to a person by the Resort Village of Aquadeo does not relieve that person of the responsibility to obtain any federal/provincial license that may be required by law.

Income Based Business License Fee Exemptions

Do you expect the business to have a total gross revenue for the year less then \$10,000 Yes No

If **Yes**, the business will be emepted from paying the license fee for the year. **If gross revenue does exceed \$10,000, the license fee is applicable.**

Please Note:

In order to be considered exempt from the requirement to pay for a resident business license you must provide satisfying proof that the total gross revenue for the business in the **preceding** tax year was less then \$10,000 or provide reasonable grounds for believing that total gross revenue for the **coming** year will be.

Proof may be in the form of a Notice of Assessment for the previous tax year. Copies of this document will not be retained on file by the Resort Village of Aquadeo.

I hereby certify that the information contained in this application is complete and true and I agree to commence business operations onlt after paayment of the applicable license fee is made to The Resort Village of Aquadeo and a license has been approved. Once a businss license has been issued, I agree to abide by the regulations set out in the Business Bylaw, No _____ as well as the Zoning Bylaw, No _____

Applications Signature

Date



Each business that obtains a Business License will be represented on the Resort Village of Aquadeo's current website www.aquadeo.net. There is no additional charge for this service. In order to help the Resort Village of Aquadeo promote and advertise your business, simply fill out the information below (If we do not receive a completed form back from you, we will assume that you do not wish to have your business listed on the website):

Please Print Clearly:

Business Name:	
Business Address:	
Phone 1:	Phone 2:
Cellular:	Fax Number:
Business Hours:	
Contact Name:	
Website (if existing, or social media platforms):	
Business E-Mail Address:	
DESCRIPTION OF BUSINESS - Max 150 words (i.e. Products/services offered)	



Business License Renewal Form - Existing Business

For office use only		
Customer Roll #	Fee	Receipt #

Print Clearly

Renewal Type:	<input type="checkbox"/> Local Business	<input type="checkbox"/> Non-Resident	
	<input type="checkbox"/> Home-Based Business (alternate form required)	<input type="checkbox"/> Taxi (use regular application form)	<input type="checkbox"/> Trade Fair/ Farmers Market (use regular form)
Applicants Name:		Date of Application:	
Name iof Business:		Type of Business:	

Please select all that apply:

I hereby declare that no changes have occurred since my last Business License Application was filed

The following changes have occurred:

Operating Name Scale of Business Business Ownership
 Contact Information Nature of Business Other
 Annual Income (if applicable) Business Location

Details of Changes:

Please maintain my business listing in the online directory
 Please removed my business listing from the only directory
 Please update my business listing in the online directoy (submit a completed directory listing form).

I hereby certify that the information contained in this form is complete and true and I agree to continue business operations only after payment of the applicable license fee is made to The Resort Village of Aquadeo and a license has been approved. Once a business license has been issued, I agree to abide by the regulations set out in the Business License Bylaw, No _____ as well as the Zoning Bylaw No _____.

_____ Date



Business License Renewal Form - Existing Business

For office use only		
Customer Roll #	Fee	Receipt #

Print Clearly

Renewal Type:	<input type="checkbox"/> Home-Based Business	<input type="checkbox"/> Residential Childcare	
Applicants Name:		Date of Application:	
Name iof Business:		Type of Business:	

Please select all that apply:

I hereby declare that no changes have occurred since my last Business License Application was filed

The following changes have occurred:

<input type="checkbox"/> Operating Name	<input type="checkbox"/> Scale of Business	<input type="checkbox"/> Business Ownership
<input type="checkbox"/> Contact Information	<input type="checkbox"/> Nature of Business	<input type="checkbox"/> Property Ownership
<input type="checkbox"/> Annual Income (if applicable)	<input type="checkbox"/> Business Location	<input type="checkbox"/> Parking Requirements
<input type="checkbox"/> Percentage of building used for business operations	<input type="checkbox"/> Number of clients/client visits per day	<input type="checkbox"/> Other

Details of Changes:

NOTE: If a residential business has moved to a new residential location, a new application form is required, and onsite inspections to varify compliance with applicable Zoning, Building and Fire regulations may also be required.

Please maintain my business listing in the online directory
 Please removed my business listing from the only directory
 Please update my business listing in the online directoy (submit a completed directory listing form).

I hereby certify that the information contained in this form is complete and true and I agree to continue business operations only after payment of the applicable license fee is made to The Resort Village of Aquadeo and a license has been approved. Once a business license has been issued, I agree to abide by the regulations set out in the Business License Bylaw, No _____ as well as the Zoning Bylaw No _____.

Applicants Signature _____ Date _____