



Inclusion in Okanagan Similkameen Region Inter-Community Business License

Frequently Asked Questions (FAQ)

1. What is an Inter-Community Business License (ICBL)?

The ICBL allows businesses such as builders, decorators, caterers and those with mobile businesses to run their business across multiple municipalities to help streamline and simplify the licensing process, reducing the cost for business owners and making it easier to do business in the Okanagan Similkameen Region.

The following participating municipalities are:

- City of Armstrong
- Regional District of Central Okanagan
- District of Coldstream
- City of Enderby
- City of Kelowna
- Village of Keremeos
- District of Lake Country
- Village of Lumby
- Town of Oliver
- Town of Osoyoos
- District of Peachland
- City of Penticton
- Town of Princeton
- **City of Revelstoke**
- City of Salmon Arm
- District of Sicamous
- Township of Spallumcheen
- District of Summerland
- City of Vernon
- City of West Kelowna

2. How does the Inter-Community Business License (ICBL) work?

When purchasing a business license from one of the participating municipalities, you will be offered the opportunity to purchase an additional ICBL. This will allow you to operate in the municipalities participating in the agreement.

By purchasing your base license and your ICBL, you will be allowed legally to work in all twenty municipalities. Without this agreement you would be required to go to each municipality separately and purchase twenty business licenses. That said, you would still be responsible for ensuring that you comply with the bylaws of each participating municipality.

3. Who is eligible for an Okanagan Similkameen Region Inter-Community Business License (ICBL)?

Eligibility for a ICBL is open to mobile businesses that perform a service within more than one of the participating municipalities, without any associated premises (excepting their home municipality), and who provides a service by moving from client to client. Examples of eligible businesses include: trades people (e.g. roofers, plumbers); landscapers, caterers, real estate agents.

- The business must hold a valid business license in the municipality where the base operation (home based or commercial) location is situated. The ICBL must be purchased from this municipality.
- Businesses from outside the Okanagan Similkameen Region, without any physical premises in any of the participating municipalities must first purchase a municipal business license from one of the participating municipalities of their choice.

4. What is the cost of an Okanagan Similkameen Region Inter-Community Business License (ICBL)?

An eligible business with one location (including a home-based operation) pays the business license fee set by their home municipality plus the annual ICBL fee of \$150.

5. How long is an Okanagan Similkameen Region Inter-Community Business License (ICBL) valid?

An ICBL is valid as long as your municipal business license. The license term is January 1st to December 31st each year.

6. How do I apply for an Inter-Community Business License (ICBL)?

Effective January 1, 2018, ICBL can be purchased from the City of Revelstoke, 216 Mackenzie Avenue, Revelstoke, BC V0E 2S0 (tel: 250-837-3637). Before going to apply for your license, you must ensure that you have the following information:

- Business name, address and phone number;
- Description of your business; and
- Type of business (e.g. commercial, industrial, service, home based, other).

7. Will I need any other licenses?

Eligible businesses will still need to obtain a municipal business license from their home municipality and a license for each fixed and permanent location they have.

The ICBL is only valid within the twenty participating municipalities; therefore, businesses intending to operate outside of the Okanagan Similkameen Region should contact the municipal office in that area.

8. What are the advantages of Inter-Community Business License (ICBL)?

The licensing process is simple, and will provide a number of benefits to you, as it:

- Reduces the cost and time of buying multiple licenses;
- Saves you the burden of remembering to renew each license;
- Simplifies the process and reduces the room for errors and non-compliance;
- Provides access to a larger target market, across more than one municipality; and
- Allows consumers a greater choice of service providers and businesses, enabling your reputation to grow your business, no matter the location.

9. What is required once an Inter-Community Business License (ICBL) has been obtained?

A copy of the current ICBL must be available upon request at each work location.

The business must present any required certification when requesting a permit at any of the participating municipalities and must comply with the bylaws of each participating municipality.