



**City of Revelstoke
Development Services**

216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

APPLICATION FORM BUSINESS LICENCE

Part One: Type of Application		Office Use Only
<input type="checkbox"/> New Business <input type="checkbox"/> Inter-Community Business <input type="checkbox"/> Cancellation of Licence	<input type="checkbox"/> Update to an Existing Licence <input type="radio"/> Name Change <input type="radio"/> Ownership Change <input type="radio"/> Location Change	Submission Date: _____ Accepted by: _____ Roll Number: _____

Part Two: Business Information		
Business Name: Applicant Name: Applicant Mailing Address: City: _____ Province: _____ Postal Code: _____ Phone: _____ Email: _____		
LOCATION DETAILS		
Business Location: Home Occupation: <input type="checkbox"/> YES <input type="checkbox"/> NO # of Parking Stalls: _____ (if applicable) Zoning Designation: _____ Business Floor Area (m ²): _____ Please provide a brief description of the business and the type of work that is being proposed at the business location: Does the public attend the Business Location: YES <input type="checkbox"/> NO <input type="checkbox"/> Is it a Mobile Business: <input type="checkbox"/> YES <input type="checkbox"/> NO Current Business Location Use: _____		
SIGNATURES		
I hereby make an application for a Licence in accordance with the particulars as above stated and declare that the above statements are true and correct. I undertake that if I am granted the Licence that I applied for, I will comply with all obligations contained in the Bylaws and amendments thereto in force or which may hereafter come into force in the City of Revelstoke. In accordance with the application checklist and advisement of city staff, I have included all necessary documentation and plans required for this application.		
_____ <i>Applicant or Signing Authority</i>	_____ <i>Applicant Signature:</i>	_____ <i>Date</i>
_____ <i>Property Owner Name</i>	_____ <i>Property Owner Signature</i>	_____ <i>Date</i>

Office Use Only		
Account NO: _____ Code: _____ Fee: _____	PLANNING Zoning _____ Permitted _____ Initials _____ Yes <input type="checkbox"/> No <input type="checkbox"/> FIRE Inspection _____ Date _____ Initials _____ Yes <input type="checkbox"/> No <input type="checkbox"/>	BUILDING Open Permits _____ Permit # _____ Yes <input type="checkbox"/> No <input type="checkbox"/> SIGNATURE _____ DATE _____



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Business Licence Processing Time

Standard processing time for Business Licences is two weeks. On more complicated applications, sometimes this process can take longer.

Fees & Payment

Business Licence Fees are outlined in the [Fees and Charges Bylaw No. 2008](#) available on the City's website. Contact Development Services staff for any questions about Business Licences requirements and fees. Payment is collected by the Finance Department after the Business Licence has been approved and the Business Licence is issued after payment by Development Services. Payment can be made with cash, debit, credit card or cheque.

Zoning

Land use is determined by the [Zoning Bylaw No. 1264](#). Contact Development Services if you have questions about your zoning or land use, contact Development Services staff.

Home Occupations

As defined by [Zoning Bylaw No. 1264](#), Home Occupations is a means an occupation or profession which is clearly incidental to the use of a dwelling unit for residential purposes or to the residential use of a dwelling.

The Bylaw states that Home Occupations shall involve no internal or external structural alterations to the home and there shall be no exterior indication that the building is being used for a purpose other than that of a home. Residential properties must be respectful of their neighbourhood character and cannot be used for manufacturing, industrial activities, large machinery, or outdoor storage. Only residents of the dwelling shall be employed in the related occupation.

Health Inspection Required

Health department approvals are required for all Business Locations with food preparation, beauty or barber shop, or health related services.