



APPLICATION FORM

NEW BUSINESS LICENCE

Part One: Type of Application (Check all that apply)					
<input type="checkbox"/> New Business		<input type="checkbox"/> Not-For Profit		<input type="checkbox"/> Inter-Community Business	
Part Two: Location Type					
<input type="checkbox"/> Commercial Property / Building	<input type="checkbox"/> Industrial Property / Building	<input type="checkbox"/> Residential Property / Building	<input type="checkbox"/> Mobile or Online Only Business	<input type="checkbox"/> Out of Town Business	
Part Three: General and Contact Information					
Building / Property Owner's Name(s):					
Business Owner's Name(s):					
Business Legal Name:			Incorporation No:		
Business Operating Name:			Phone:		
Business Location Address:			Email:		
Mailing Address:			Website:		
Business Description:					
Online Directory Listing: <input type="checkbox"/> Yes <input type="checkbox"/> No (Mandatory for Short Term Rentals and Bed and Breakfasts) Your business name, phone number, type of business, & website will be listed on the City's website.					
Emergency Contact - The City would use these to provide timely information about urgent service disruptions or evacuations					
Name:		Phone:		Email:	
Part Four: Type of Business see North American Industry Classification System (NAICS) for definitions					
<input type="checkbox"/> Accommodation <input type="checkbox"/> Long-Term Rental <input type="checkbox"/> Bed and Breakfast <input type="checkbox"/> Short Term Rental <input type="checkbox"/> Tourist Accommodation <input type="checkbox"/> Administrative / Support <input type="checkbox"/> Agriculture / Forestry / Fishing / Hunting <input type="checkbox"/> Arts / Entertainment / Recreation	<input type="checkbox"/> Automotive / Mechanical <input type="checkbox"/> Construction <input type="checkbox"/> Educational Services <input type="checkbox"/> Financial / Insurance <input type="checkbox"/> Food / Beverage / Liquor <input type="checkbox"/> General / Personal Services <input type="checkbox"/> Health Care / Social Assistance <input type="checkbox"/> Information / Cultural Industries	<input type="checkbox"/> Management of Companies / Enterprises <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining / Quarrying / Oil / Gas Extraction <input type="checkbox"/> Public Administration <input type="checkbox"/> Professional / Scientific / Technical Services <input type="checkbox"/> Real Estate / Rental Leasing	<input type="checkbox"/> Retail Trade <input type="checkbox"/> Transportation / Warehousing <input type="checkbox"/> Utilities <input type="checkbox"/> Waste Management / Remediation Services <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other Services:		
Part Five: Business Operations and Premises					
Proposed Opening Date:					
Number of People Working in the Business (including owners):					
Full-time Employees:		Part-time Employees:		Seasonal Employees:	
Where are your customers?	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> Provincial	<input type="checkbox"/> National	<input type="checkbox"/> International

Will your business include any of these goods or services?	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Body Services	<input type="checkbox"/> Child Care	<input type="checkbox"/> Retail Cannabis
New or existing building?	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building	<input type="checkbox"/> Building in Progress	<input type="checkbox"/> No Building	
Do you rent or own the building?	<input type="checkbox"/> I rent the building	<input type="checkbox"/> I own the building	<input type="checkbox"/> Other:		
Is any construction or renovation contemplated? * <input type="checkbox"/> Yes <input type="checkbox"/> No (If <u>yes</u> , please specify):					
<i>*If yes, a building permit may be required. Please note that if a building permit is required, your business licence will not be issued until the building permit process is completed.</i>					
Are you installing a sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Business Floor Area (m²):		Number of Off-Street Parking Spaces:		
Food or Drink Establishment:					
Number of Seats:					
Rental Accommodation (secondary suites, apartment buildings, tourist accommodation, and campgrounds):					
Number of Bedrooms, Units or Campsites:					
Short Term Rentals (STR) / Bed and Breakfast:					
Number of Bedrooms:		Number of Guests:		Owner lives onsite <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Information (if different than Part 2) will be listed on licence and the City's Online Business Licence Directory					
Name:			Phone:		
Provide proof of principal residence by including: <input type="checkbox"/> Provincial Homeowners Grant; or at minimum 2 of the following:					
<input type="checkbox"/> Drivers License or Government ID	<input type="checkbox"/> Government Records	<input type="checkbox"/> Tax Documents	<input type="checkbox"/> Vehicle Registration	<input type="checkbox"/> Other	
Home Occupations (excluding secondary suites, bed and breakfasts, and STRs)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any internal / external structural alterations to the principal building or any indications that the building is used for any purpose other than a dwelling?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any external display or advertisement of a sign which exceeds 0.3 m ² in area?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any external storage of materials, containers or finished products?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any use of mechanical equipment?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any non-resident employees?				
Part Six: Signatures					
Note: Unless otherwise instructed by the licensee, information on this form will be released for listing on an internet base. Please consult the Business Licence Guide to make sure you understand the content of this form. For questions related to this form, please contact Development Services at (250)-837-3637 or email development@revelstoke.ca .					
<input type="checkbox"/>	I hereby make an application for a Business Licence in accordance with the particulars as above stated and declare that the above statements are true and correct.				
<input type="checkbox"/>	In accordance with the application checklist and advisement of City staff, I have included all necessary documentation and plans required for this application.				

<input type="checkbox"/>	I understand that the granting of a business license is dependent on being in compliance with the Bylaws of the City and that the proposed business will not be carried out in contravention of the <i>Criminal Code</i> or the <i>Controlled Drugs and Substances Act</i> .		
<input type="checkbox"/>	I undertake, if granted the license applied for, to comply with every obligation contained in the Bylaws now in force, or which hereafter, come into force in the City.		
<input type="checkbox"/>	I will provide written notification to the City and submit an Update to Existing Business Licence application, if proposing name, address, ownership, or location changes.		
<input type="checkbox"/>	I understand that licenses are automatically renewed, and applicable fees are charged. Should we choose to cease operation of the business, it is our responsibility to advise the City and submit a completed Business Licence Cancellation Form, to ensure cancellation the business license prior to December 31.		
<input type="checkbox"/>	I confirm that a COVID safety plan exists for my business, and it will be made available to representatives of the City upon request. I verify that my business has implemented policies and procedures to support the COVID-19 safety plan.		
Name:		Signature:	Date:
Office Use Only			
Application No.:		Licence No.:	Customer ID:
NAICS Code:		Code / Licence Type:	Fee:
Planning <input type="checkbox"/> Yes <input type="checkbox"/> No	Building <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire <input type="checkbox"/> Yes <input type="checkbox"/> No	Health <input type="checkbox"/> Yes <input type="checkbox"/> No
	Date of Review	Comments	Initials of Approval
Planning			
Building			
Fire			
Interior Health			
Additional Comments:			



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

BUSINESS LICENCE CHECKLIST

This checklist outlines the standard requirements for complete applications. Some checklist items listed below may not be applicable to your licence type, check with Development Services staff if you are unsure on submittal requirements. All applications are required to be submitted in person at the Development Services department in City Hall or by email to development@revelstoke.ca **Only complete applications will be accepted.**

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. **We encourage all applicants to consult with Development Services staff before submitting an application.**

OFFICE USE	SUBMITTED	CHECKLIST	DETAILS
<input type="checkbox"/>	<input type="checkbox"/>	Completed Application Form	Business Licence Application
<input type="checkbox"/>	<input type="checkbox"/>	Parking Plan <i>(If applicable)</i>	Plan illustrating location of parking (aerial view photo or site plan)
<input type="checkbox"/>	<input type="checkbox"/>	Floor Plan <i>(If applicable)</i>	Floor plan of the entire house / building that must show all levels of the residence / building, indicate the use of each room, and clearly label those rooms / areas proposed to be used for the business licence
<input type="checkbox"/>	<input type="checkbox"/>	Fire Evacuation Plan <i>(If applicable)</i>	Operators must provide a Fire Evacuation Plan and display the plan at entrances and exists
<input type="checkbox"/>	<input type="checkbox"/>	Fire Inspection Approvals <i>(If applicable)</i>	Site inspections conducted to ensure that building code is met. To be completed after application submission
<input type="checkbox"/>	<input type="checkbox"/>	Building Inspection Approvals <i>(If applicable)</i>	Site inspections conducted to ensure that building code is met. To be completed after application submission

ADDITIONAL WORK

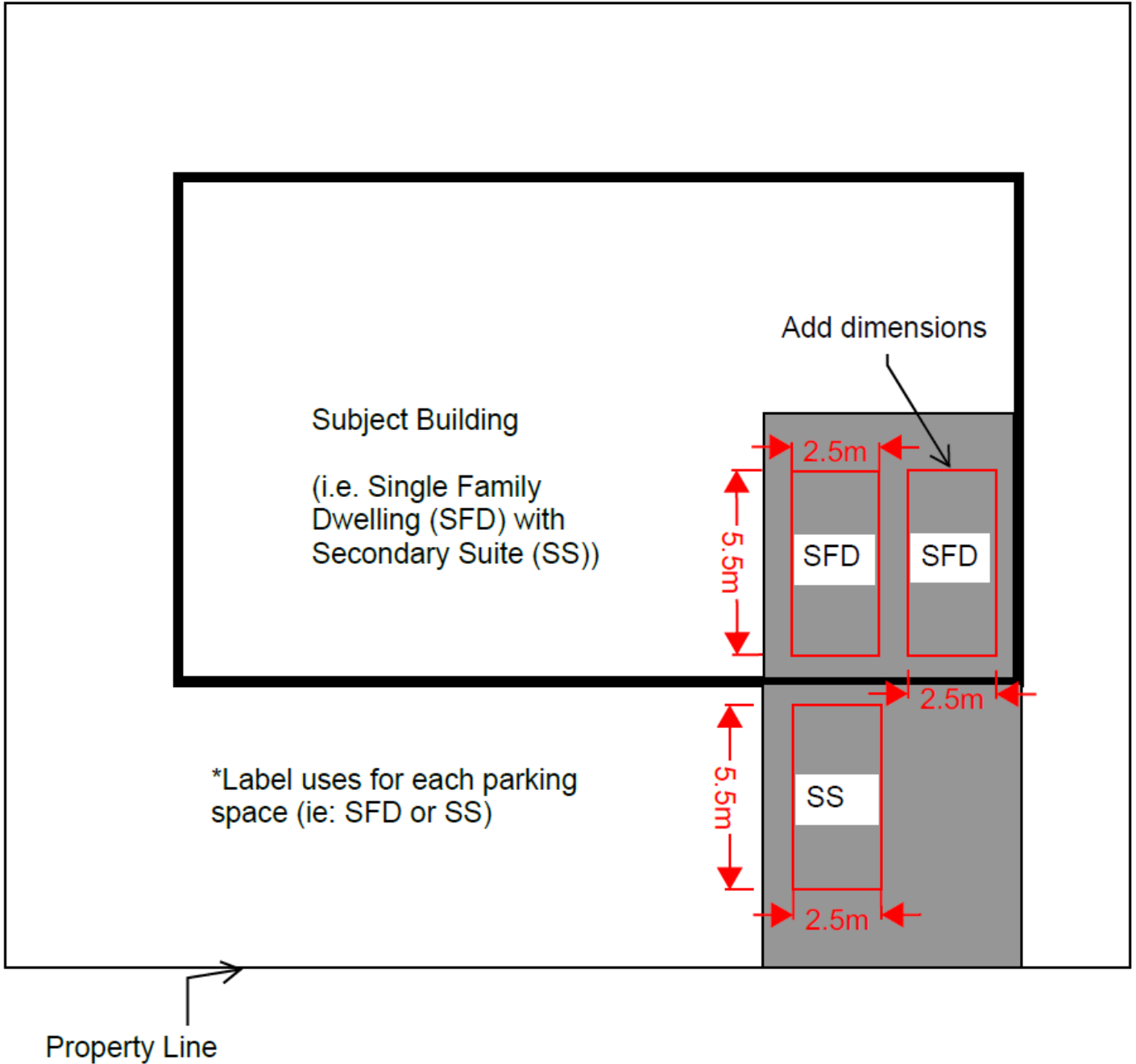
A building permit may be required to upgrade a dwelling or building to meet building and fire safety standards. Should these additional works be required, a business licence will not be issued prior to the satisfaction of this requirements.

NOTE: If applying for a **SHORT TERM RENTAL / BED AND BREAKFAST** licence, there are additional application submission requirements that include: Good Neighbour Agreement, Proof of Principal Residence, Owner or Strata Authorization Form, etc.

See [Short Term Rental \(STR\) Business Licence - Application Package](#) / [Bed and Breakfast \(B&B\) Business Licence - Application Package](#).



EXAMPLE PARKING PLAN





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

FIRE SAFETY REQUIREMENTS

Business operators are required to have appropriate safety measures in place to protect guests or patrons in the event of an emergency. A Fire Evacuation Plan must be submitted with the Business Licence application package where you will have accommodations guests or business patrons in your building.

Fire Evacuation Plan

Once approved by the Fire Inspector, the evacuation plans must be permanently installed, they are required in each sleeping room (on the back of the door or adjacent to the door), and in conspicuous location on each floor level.

The evacuation plan must include the following information:

- Operators name and contact
- Address of property
- Emergency contact number (911)
- Location of rental bedrooms, extinguishers, smoke / carbon monoxide alarms
- Location of entrances and exits
- Fire Exit Route
- Include a legend
- Instructions to occupants if you discover a fire

Fire Extinguishers

Fire extinguishers with a minimum 2A10BC rating are required on each floor level. The fire extinguishers should be located adjacent to the exit or long the exit path in accordance with NFPA 10 "Portable Fire Extinguishers". The extinguishers must be kept clear and obstruction free at all times.

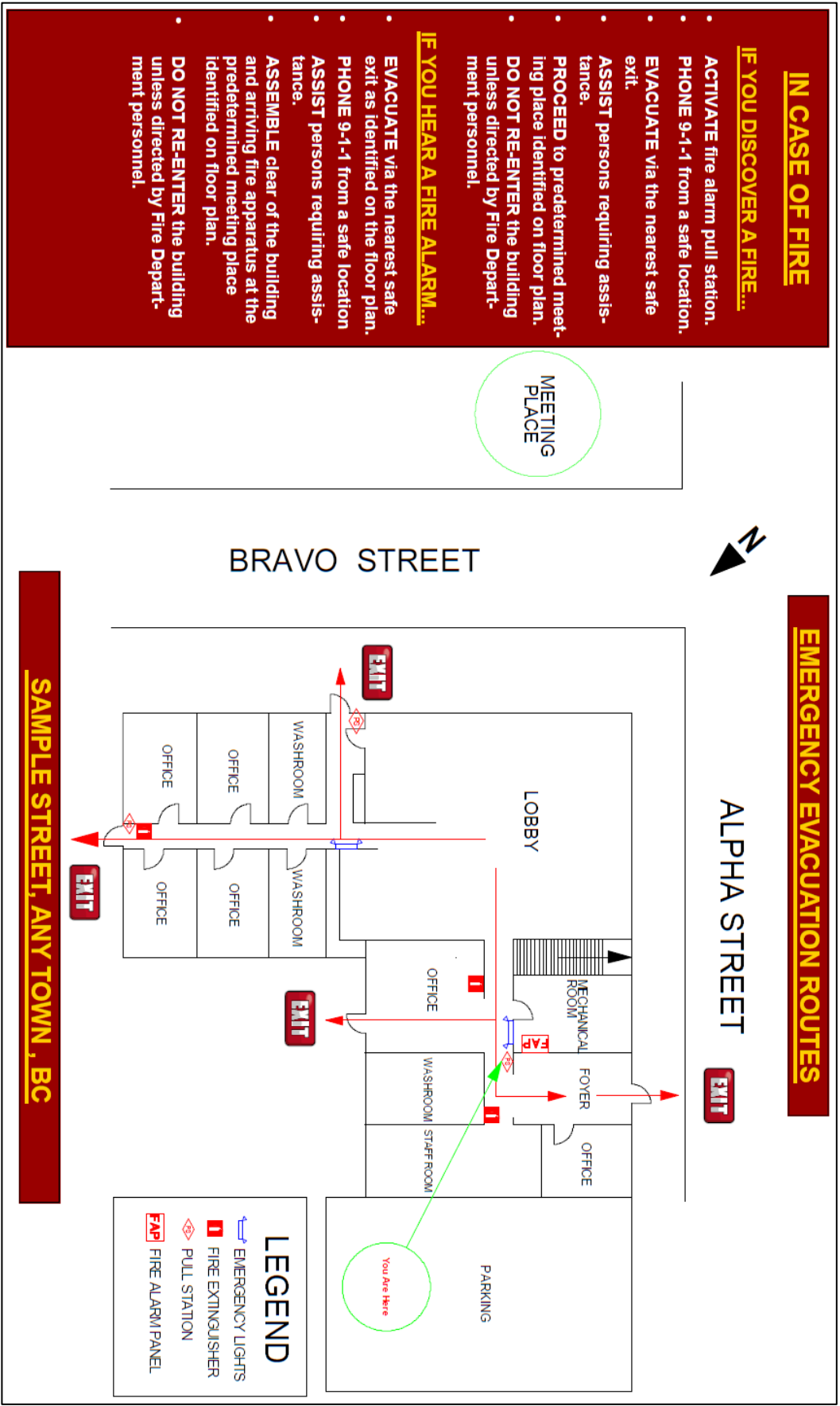
Smoke and Carbon Monoxide Alarms

Hardwired and interconnected smoke alarms are required in each bedroom and on each floor level in accordance with CAN/ULC-S553 "Installation of Smoke Alarms". In certain situations, a wireless system of smoke alarms that includes one hardwired may be permissible.

Other

Any other obvious deficiency that poses a threat to fire and life safety will also be documented and forwarded to the appropriate authority having jurisdiction.

Example Fire Evacuation Plan



IN CASE OF FIRE

IF YOU DISCOVER A FIRE...

- ACTIVATE fire alarm pull station. PHONE 9-1-1 from a safe location.
- EVACUATE via the nearest safe exit.
- ASSIST persons requiring assistance.
- PROCEED to predetermined meeting place identified on floor plan. DO NOT RE-ENTER the building unless directed by Fire Department personnel.

IF YOU HEAR A FIRE ALARM...

- EVACUATE via the nearest safe exit as identified on the floor plan. PHONE 9-1-1 from a safe location
- ASSIST persons requiring assistance.
- ASSEMBLE clear of the building and arriving fire apparatus at the predetermined meeting place identified on floor plan.
- DO NOT RE-ENTER the building unless directed by Fire Department personnel.