



**City of Revelstoke
Development Services**

216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | building@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	Submission Date: _____ Permit #: _____ Roll Number: _____
<input type="checkbox"/> Update to an Existing Licence <input type="radio"/> Name Change <input type="radio"/> Ownership Change <input type="radio"/> Location Change	

Part Two: Business Information

Business Name: _____
 Applicant Name: _____
 Applicant Mailing Address: _____
 City: _____ Province: _____ Postal Code: _____
 Phone: _____ Email: _____

LOCATION DETAILS

Business Location: _____ # of Parking Stalls: _____
 Home Occupation: YES NO If it's a Home Occupation please answer the questions on the back of this form.
 Zoning Designation: _____ Business Floor Area (m²): _____
 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 NO Is it a Mobile Business: YES NO
 Current Business Location Use: _____ Is it Commercial/Industrial? YES NO

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.

Applicant Name _____ Applicant Signature _____ Date _____
 Registered Property Owner Name _____ Registered Property Owner Signature _____ Date _____

Office Use Only	Required checks:	Zoning	Fire	Building	Health
Licence #: _____ Customer ID: _____ Code: _____ Fee: _____	PLANNING Zoning Permitted _____ Yes <input type="checkbox"/> No <input type="checkbox"/> Interior Health Documentation Required? Yes _____ No _____ Date rec'd _____	_____ Initials _____	BUILDING Open Permits Permit # _____ Yes <input type="checkbox"/> No <input type="checkbox"/> FIRE Inspection Date _____ Initials _____	_____ Initials _____	_____ Initials _____



LEGAL SECONDARY SUITE	
Is this for a legal secondary suite?	YES <input type="checkbox"/> NO <input type="checkbox"/>
BED AND BREAKFAST	
Is the Business Licence for a Bed and Breakfast?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the subject dwelling the principle residence of the Bed and Breakfast operator?	YES <input type="checkbox"/> NO <input type="checkbox"/>
The Bed and Breakfast will not have more than four guest rooms in the dwelling.	YES <input type="checkbox"/> NO <input type="checkbox"/>
Has the premises of the Bed and Breakfast been approved by Interior Health?	YES <input type="checkbox"/> NO <input type="checkbox"/>
OTHER HOME OCCUPATIONS	
Is there any internal/external structural alterations to the principal building or any indication that the building is used for any purpose other than a dwelling	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the premises used for manufacturing, welding or any other light industrial use that may produce a nuisance?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any external display or advertisement of a sign which exceeds 0.30 sq. m in area? (If yes, please provide a drawing of the signage)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any external storage of materials, containers or finished products?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any use of mechanical equipment?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any non-resident employees?	YES <input type="checkbox"/> NO <input type="checkbox"/>

Fees & Payment

Business Licence fees are outlined in the [Fees and Charges Bylaw No. 2256](#) 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 staff if you have questions about your zoning or land use.

Health Inspection Required

Interior Health Authority approvals are required for all business locations with food preparation, beauty or barber shop, or health related services.

Fire and Building Inspection

Building Official and Fire Inspector inspections are required for all business locations where the public attends the business. These also may be required for commercial or industrial business locations and other businesses as needed.