

# Business Licence

Guidelines for the business licence application process in the City of Revelstoke.

January 2022



Development Services  
Department

[building@revelstoke.ca](mailto:building@revelstoke.ca)  
250-837-3637

216 Mackenzie Ave  
Revelstoke, V0E 2S0  
PO Box 170



## General Information

A "business" is defined as carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit, but does not include an activity carried on by the government, its agencies or government owned corporations.

## When is a Business Licence Required?

A City of Revelstoke Business Licence is required by any person or company who:

- advertises by newspaper publicity or otherwise, as open for business of any kind;
- deals in or buys, sells, barter or displays, or offers by advertisement or otherwise to buy, sell, or barter things of any kind, either on behalf of himself or of any other person; or
- advertises as open to render professional or other services;

No person shall carry on, maintain, own or operate from premises within the City a trade, business, profession, occupation or calling unless the owner or operator thereof:

- is the holder of a valid and subsisting Licence issued under the Bylaw by the Licence Inspector; or
- is the holder of a valid ICBL pursuant to an Inter-Community Business Licence Bylaw.

## Business Licence Application Form

### Read the specifics of Business Licensing in the City Bylaws

- [Business Licensing Bylaw](#)
- [Inter-Community Business Licence Bylaw](#)
- [Fees & Charges Bylaw](#)
- [Zoning Bylaw](#)



## Business Licence Application Process

All business licence applications are reviewed by the Development Services Department.

### Step 1: Submission of Application

To apply for a Business Licence, submit the completed application form either by email to [building@revelstoke.ca](mailto:building@revelstoke.ca) or in person to the City of Revelstoke Development Services department. The more information provided on the application the quicker it can be reviewed. Please clearly state the type of business, whether or not it has a primary location, or is done in various locations throughout the city and the address of the proposed business.



### Step 2: Review Process and Inspections

With the initial review, it will be determined if the proposed business and location meets the regulations of the Zoning Bylaw. If there are no zoning issues, then it will be determined if a fire inspection, building inspection, or Interior Health approval is required prior to issuance. If so, the Development Services Department will contact you to schedule the applicable City inspections (i.e. building / fire). If the business passes the zoning check and additional inspections are not required, the Business Licence will be ready to process.

### Step 3: Issuance

Once the application is approved, Development Services staff will contact you to let you know that your Business Licence is ready for pick up at the Finance Department. Once the licence is paid, the applicant will receive the issued Business Licence for that year. Fees associated with the Licence are determined by the type of business and the Fees and Charges Bylaw, fees will be due upon pick up.





## **Business Licence Cancellations**

Once the Business Licence is issued it will auto-renew on December 31st, on an annual basis, unless it is formally cancelled. Cancelling the Business Licence is the responsibility of the Business Licence holder and must be done immediately to avoid unwanted, additional charges associated with a business that is no longer operational. If you wish to cancel your Business Licence, please fill out the Cancellation Form.

## **Business Licence Changes**

If your business changes (i.e. location, ownership, name, use), it is a requirement to update your Business Licence with the City, in order to maintain the validity of the business's licence. The types of changes the City is concerned with are name changes, ownership changes, location changes and update of use of the business. To recognize the change to your business, the City will require a completed Update to an Existing Licence Application. For some changes, such as location or use changes, additional inspections may be required.



## Inter-Community Business Licensing

The City of Revelstoke is proud to be a part of the Okanagan Similkameen Region Inter-Community Business Licence (ICBL) Program. This additional licence, at a cost of \$150, allows you to operate your business in participating municipalities. Please read the "who is eligible" portion of the FAQ's.

View the [Frequently Asked Questions \(FAQ\)](#) about the ICBL program and the [Inter-Community Business Licence Bylaw](#).

Under the ICBL agreement, an eligible non-resident business or a business that does not have a business location in any of the Participating Municipalities may obtain a standard business licence from any one of the Participating Municipalities and then may apply for an ICBL. If a mobile business has store-fronts in multiple communities, they must purchase a municipal business licence in each of those Participating Municipalities.

The ICBL cost is separate and additional to the Business Licence cost. Each business owner has the option to purchase the additional ICBL if they will be performing their services in any or all Participating Municipalities.

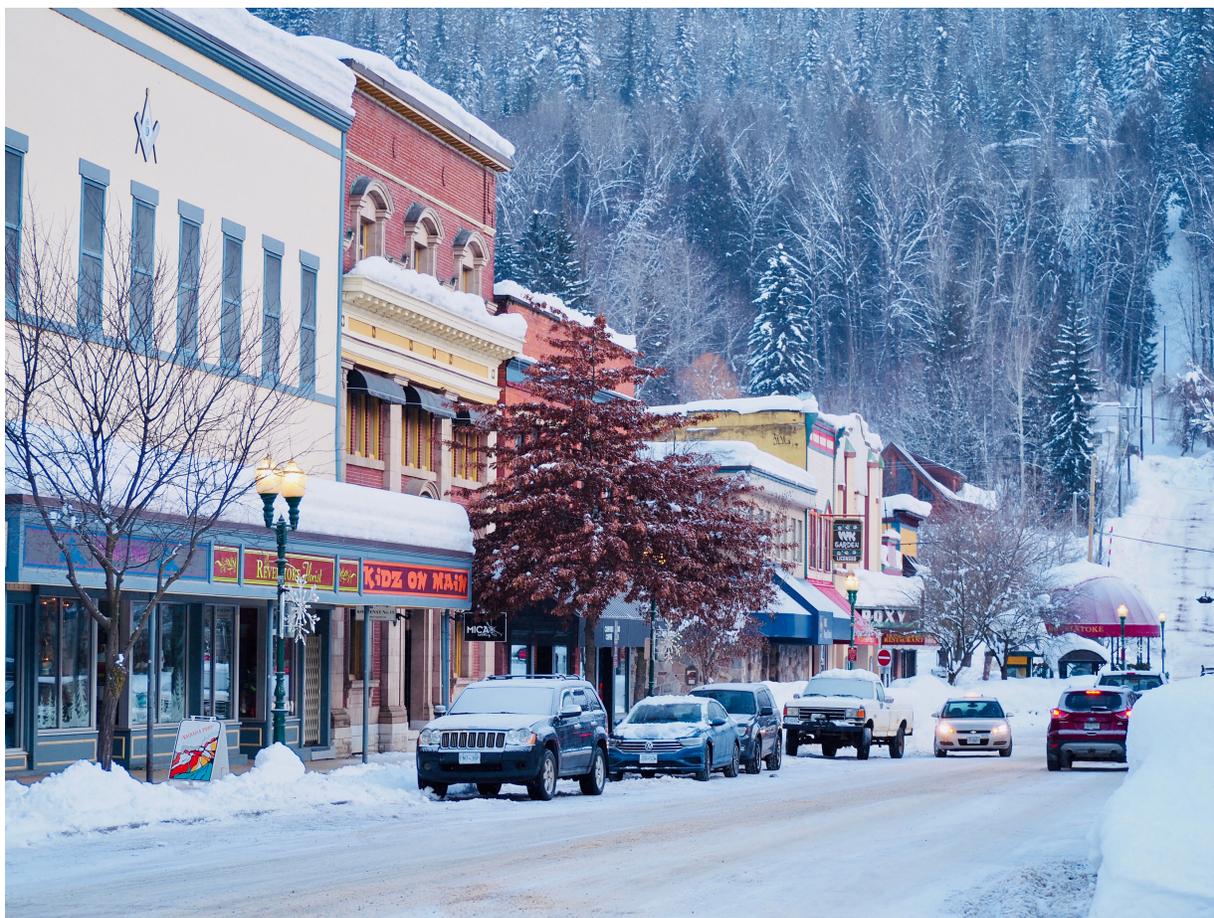
The ICBL is **\$150 in addition to resident business licences.**



## Community Economic Development

The Community Economic Development Department supports and encourages new and existing business opportunities in Revelstoke.

The Community Economic Development Department's goal is to provide businesses with an exceptional opportunity to succeed. The City of Revelstoke, the Economic Development Commission, Community Futures Revelstoke, and the Revelstoke Chamber of Commerce provide a range of services to assist both local businesses and new businesses considering moving to the community.





## **Business Licence Processing Timelines**

The following processing timeline is established from the date of receipt for a complete application. While this is a target, it is understood that difference circumstances (i.e. inspections required, complexity of application, provincial approvals, etc.) may alter timelines to be shorter or longer than outlined below. Business Licence applications are delegated to staff to render a decision and are not required to go before Council.

**Business Licence: 3-4 weeks (initial review and scheduling of inspections)**

## **Questions?**

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

**City of Revelstoke - Development Services**  
**216 Mackenzie Ave (Second St Entrance)**  
**PO Box 170, V0E 2S0**

**250-837-3637**  
**building@revelstoke.ca**  
**www.revelstoke.ca**

*This brochure is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.*

*Photos provided by Tourism Revelstoke.*



# 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:					
<b>Online Directory Listing:</b> <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.					
<b>Emergency Contact</b> - The City would use these to provide timely information about urgent service disruptions or evacuations					
Name:		Phone:		Email:	
Part Four: Type of Business see <a href="#">North American Industry Classification System</a> (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"/> 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"/> 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:		
<input type="checkbox"/> Administrative / Support <input type="checkbox"/> Agriculture / Forestry / Fishing / Hunting <input type="checkbox"/> Arts / Entertainment / Recreation	<input type="checkbox"/> General / Personal Services <input type="checkbox"/> Health Care / Social Assistance <input type="checkbox"/> Information / Cultural Industries				
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:	
<b>Where are your customers?</b>	<input type="checkbox"/> Local	<input type="checkbox"/> Regional	<input type="checkbox"/> Provincial	<input type="checkbox"/> National	<input type="checkbox"/> International

<b>Will your business include any of these goods or services?</b>	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Body Services	<input type="checkbox"/> Child Care	<input type="checkbox"/> Retail Cannabis
<b>New or existing building?</b>	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building	<input type="checkbox"/> Building in Progress	<input type="checkbox"/> No Building	
<b>Do you rent or own the building?</b>	<input type="checkbox"/> I rent the building	<input type="checkbox"/> I own the building	<input type="checkbox"/> Other:		
<b>Is any construction or renovation contemplated? *</b> <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>					
<b>Are you installing a sign?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Total Business Floor Area (m<sup>2</sup>):</b>		<b>Number of Off-Street Parking Spaces:</b>		
<b>Food or Drink Establishment:</b>					
Number of Seats:					
<b>Rental Accommodation</b> (secondary suites, apartment buildings, tourist accommodation, and campgrounds):					
Number of Bedrooms, Units or Campsites:					
<b>Short Term Rentals (STR) / Bed and Breakfast:</b>					
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:		
<b>Provide proof of principal residence by including:</b> <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	
<b>Home Occupations</b> (excluding secondary suites, bed and breakfasts, and STRs)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the business operated in a principle building or in an accessory building? If yes, a building review is required before inspection.				
<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 <sup>2</sup> 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?				
<b>Part Six: Signatures</b>					
<b>Note:</b> 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 <a href="mailto:development@revelstoke.ca">development@revelstoke.ca</a> .					
<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.

Name:	Signature:	Date:
-------	------------	-------

**Office Use Only**

<b>Application No.:</b>	<b>Licence No.:</b>	<b>Customer ID:</b>
<b>NAICS Code:</b>	<b>Code / Licence Type:</b>	<b>Fee:</b>

<b>Planning</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Building</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Fire</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Health</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
--	--	--	--

	Date of Review	Comments	Initials of Approval
Planning			
Building			
Fire			
Interior Health			

<b>Additional Comments:</b>



**City of Revelstoke**  
**Development Services**  
 216 Mackenzie Ave, Revelstoke, BC  
 250-837-3637 | [development@revelstoke.ca](mailto: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](mailto: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="radio"/>	<input type="radio"/>	Completed Application Form	Business Licence Application
<input type="radio"/>	<input type="radio"/>	Fire Stat Dec	Statutory Declaration must be completed and signed with application package
<input type="radio"/>	<input type="radio"/>	Parking Plan <i>(If applicable)</i>	Plan illustrating location of parking (ariel view photo or site plan)
<input type="radio"/>	<input type="radio"/>	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="radio"/>	<input type="radio"/>	Fire Evacuation Plan <i>(If applicable)</i>	Operators must provide a Fire Evacuation Plan and display the plan at entrances and exists
<input type="radio"/>	<input type="radio"/>	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="radio"/>	<input type="radio"/>	Building Inspection Approvals <i>(If applicable)</i>	Site inspections conducted to ensure that building code is met. To be completed after application submission

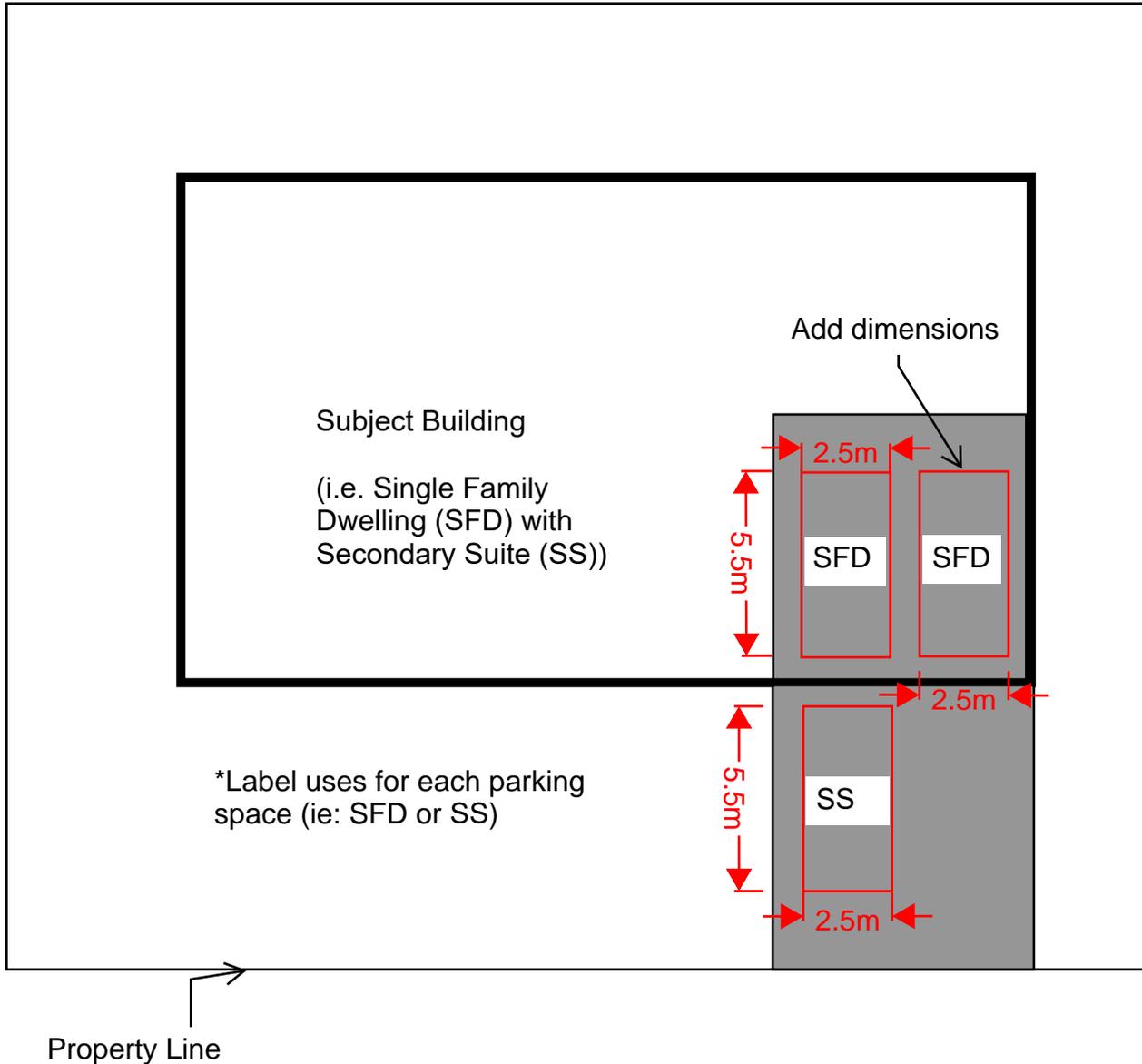
### ADDITIONAL WORK

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

P.O. Box 170, Revelstoke, British Columbia V0E 2S0  
revelstoke.ca

---

## Fire Code Compliance for Business Licence Issuance STATUTORY DECLARATION

I, \_\_\_\_\_

(full name of owner or authorized signatory)

of \_\_\_\_\_,

(business name and address)

### DO SOLEMNLY DECLARE THAT:

1. I am the registered owner, lessee, or authorized operator of the above-noted business premises and am duly authorized to make this declaration for the purpose of obtaining or maintaining a business licence under the City of Revelstoke Business Licensing and Regulation Bylaw No. 1503, as amended.
2. I hereby confirm that the structure, building, or unit used for business operations complies with the BC Fire Code, the Fire Safety Act, and any applicable municipal fire safety requirements to the best of my knowledge and belief.
3. I acknowledge that the City of Revelstoke may issue a business licence prior to the completion of a fire safety inspection, and I accept full responsibility for ensuring ongoing compliance with all applicable fire and life safety standards.
4. I further acknowledge and agree that:
  - a. The issuance of a business licence does not constitute certification or assurance by the City of Revelstoke that the premises meet the BC Fire Code or other fire safety regulations.
  - b. The City of Revelstoke, its officers, employees, and agents are absolved of all liability for any loss, damage, injury, or claim arising from non-compliance with fire safety requirements or any fire event occurring on the premises.

- c. In the event that fire code violations are identified by the City’s Fire Rescue Services during a subsequent inspection, it is my sole responsibility to correct such deficiencies within the time specified by the Fire Chief or designate.
  
- d. Failure to correct any identified fire code violations in a timely manner may result in enforcement action, including suspension or revocation of the business licence under Business Licensing & Regulation Bylaw No. 1503 and/or prosecution under the Fire Safety Act.

DECLARED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_

Signature of Declarant

(Print Name of Declarant: \_\_\_\_\_)

(Print Business Name: \_\_\_\_\_)



**City of Revelstoke**  
**Development Services**  
216 Mackenzie Ave, Revelstoke, BC  
250-837-3637 | [development@revelstoke.ca](mailto: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 along 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

