

# 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**

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**building@revelstoke.ca**  
**www.revelstoke.ca**

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*Photos provided by Tourism Revelstoke.*