



**City of Revelstoke  
Development Services**

216 Mackenzie Ave, Revelstoke, BC  
250-837-3637 | [building@revelstoke.ca](mailto:building@revelstoke.ca)

**APPLICATION FORM  
BUSINESS LICENCE**

**\* Please note that Business Licences will auto-renew on December 31 of each year and must be canceled to avoid penalties**

Part One: Type of Application	Office Use Only
<input type="checkbox"/> New Business <input type="checkbox"/> Inter-Community Business	<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: _____ Permit #: _____ Roll Number: _____

Part Two: Business Information
Business Name: _____ Applicant Name: _____ Applicant Mailing Address: _____ City: _____ Province: _____ Postal Code: _____ Phone: _____ Email: _____
<b>LOCATION DETAILS</b>
Business Location: _____ # of Parking Stalls: _____ Home Occupation: <input type="checkbox"/> YES <input type="checkbox"/> NO If it's a Home Occupation please answer the questions on the back of this form. Zoning Designation: _____ Business Floor Area (m <sup>2</sup> ): _____ 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: _____ Is it Commercial/Industrial? <input type="checkbox"/> YES <input type="checkbox"/> NO
<b>SIGNATURES</b>
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 confirm that a COVID safety plan exists for my business and will be made available to representatives of the City of Revelstoke upon request. I verify that my business has implemented Policies and Procedures to support the COVID-19 Safety Plan.
Applicant Name _____ Applicant Signature _____ Date _____  Registered Property Owner(s) Name(s) _____ Registered Property Owner(s) Signature(s) _____ Date _____

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



LEGAL SECONDARY SUITE	
Is this Business Licence for a Legal Secondary Suite?	YES <input type="checkbox"/> NO <input type="checkbox"/>
BED AND BREAKFAST	
Is this application for a Bed and Breakfast?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is this the Principal Residence of the Bed and Breakfast operator?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are you proposing to dedicate 4 or less rooms for the Bed and Breakfast?	YES <input type="checkbox"/> NO <input type="checkbox"/>
OTHER HOME OCCUPATIONS	
Is there any internal/external structural alternations to the principle building or any indications that the building is used from 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?	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 if you have questions about your zoning or land use, contact Development Services staff.

### **Health Inspection Required**

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

### **Fire and Building Inspection Required**

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 Business Locations and other businesses as needed.