
Frequently Asked Questions

How long will it take to process my application?

If your application is complete, we can generally process your application within 1-2 working days. The Licensing Inspector needs to approve all business licenses.

How long is this permit valid for?

A business license is valid for up to one year. All businesses will be required to renew their license at the beginning of the calendar year.

If I apply mid-year, what will I be charged?

The fee is pro-rated three times a year at 75%, 50% and 25% of the original fee.

Why do I need the property owner to sign my application?

If you are renting or otherwise do not own the building or place you are conducting business, the property owner needs to authorize your business on his property.



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*City of Revelstoke
Planning Department*

Business



**A Guide for businesses
within the City**

A Guide to Business Licenses

The City requires business licenses for all businesses conducting business within City limits.

When to apply

A business license is required for every person proposing to carry on or carrying on any trade, business, profession, occupation or calling within the City's boundary. This includes home occupations and tradesman coming into the City to perform work.

Business licenses are not required for non-resident businesses exempted in the Local Government Act, real estate agents exempt under the Real Estate Act, and charitable performances, concerts, exhibitions or entertainment. If you think you are exempt, it is best to check with the Planning Department before you start.

What to do before you apply

A business license will not be issued for an illegal business or for a business that does not comply with the Zoning requirements. When starting a new business, the building

must comply with the B.C. Building Code and Fire Codes. You should ensure that it does before signing a lease or applying for a business license.

What you need to submit an application

You will need to fill out the Business License application which is available on the City's website or in the Planning Department.

If you do not own the building where you will be conducting your business (ex: you rent a space in a commercial building or rent your home), the registered owner of the property will need to sign your application. The City cannot issue a business license without the consent of the property owner.

You will also need to pay the appropriate fee. As the fees are based on the type of business you will conduct, please ask Staff for the appropriate fee amount.

What happens to your application

If you have a complete application, Staff will be able to process your application generally within 1-2 working days. Staff will prepare your business license after you submit your application. An inspection of the proposed business may be required. Once the Licensing Inspector approves the license, it will then be ready to be issued.

What you do after you get your license

You are required to post your business license in a visible location at your place of business. Each calendar year, you are required to renew your business license. The City will send you a reminder in December for this requirement. You must keep the City updated on any changes to your business including address changes, name changes, additional business being conducted or cancellation.

What kind of business you can have out of your home

Any legal business that meets all of the criteria below can be a home occupation.

- *Located in a single family residential zone.*
- *All employees are residents of that home.*
- *No structural alterations to the dwelling.*
- *No exterior indication that there is a home occupation (except permitted sign), including outdoor storage.*
- *No noise, vibration, smoke, dust, odour, litter or heat except that normally associated with a dwelling.*
- *No fire hazards, electrical interference or traffic congestion.*
- *No manufacturing, welding or other light industrial uses.*
- *No mechanical equipment except ordinary domestic or recreational equipment or physician or dentist equipment.*
- *Only a 0.3 square metre (3 square feet) sign with the owner's name and occupation is permitted (it can be illuminated but not flashing). No other signs or ads are allowed.*