

SECTION 1 – Application Type

Type:	Description:	Office Use Only
<input type="checkbox"/> Local	<input type="checkbox"/> Standard	Date Received:
<input type="checkbox"/> Inter-Community	<input type="checkbox"/> Home Based	File Number:
	<input type="checkbox"/> Mobile Vendor	

SECTION 2 – Contact Details

Business Name		Business Owner	
Mailing Address		Mailing Address	
Phone	Email	Phone	Email

SECTION 3 – Property Information

Registered Owner(s)*	
PID	Civic Address

*If the business owner is not the property owner, please complete an Agent Form; for Corporations please include a Corporate Registry Search with the application

SECTION 4 – Business Description

Please describe the business (<i>attach a letter if there is not enough space</i>)	
Floor Area (square metres)	# of Seats or Units
Hours of Operation	Number of Full Time Employees
Trade Ticket #	Provincial or Federal Licences & Approvals

SECTION 5 – Contractor Subtrades

<i>List any subtrades known to date</i>			
Name		Name	
Title		Title	
Mailing Address		Mailing Address	
Phone	Email	Phone	Email

SECTION 6 – Declaration

As the business owner, I make application for a licence in accordance with the particulars as above stated and declare the above statements are true and correct, and I undertake that if I am granted the licence applied for, I will comply with each and every obligation contained in all laws and bylaws, including but not limited to the Business Licence Bylaw and the Zoning Bylaw, now in force or which may come into force in the District of Sicamous.

<p>Signature of Applicant(s)</p> <hr/> <hr/>
<p>Date</p>

Office Use Only	
Fire Department Signature	Date:
Chief Building Official Signature	Date:
Licence Inspector Signature	
<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved
Date:	

Freedom of Information Notice:

This information is collected pursuant to Division 9 of the Community Charter and District of Sicamous Business Licencing Bylaw. This information has been collected and may form part of the public record and may be included in a meeting agenda that is posted online if this matter must be considered before Council or a Committee of Council. I hereby consent that all information, including personal information, contained in this document including all attachments may be made available to the public. Note: for more information on disclosure, contact the Corporate Officer at (250) 836 2477 or info@sicamous.ca

BUSINESS LICENCE Checklist

(250) 836 2477
446 Main Street
PO Box 219, Sicamous, BC V0E 2V0
sicamous.ca



Please note that incomplete applications may not be accepted and will take longer to process.

Application Form (please complete in full and sign the form)

Pre-Inspection Checklist (please complete this checklist to help prepare for inspection by the Fire Marshal and Building Inspector)

Floor Plan (to scale, all units in metric; see attached diagram for information required to be included)

Parking Plan (to scale, all units in metric; see attached diagram for information required to be included)

Fees (fees are collected prior to issuance of a business licence; please refer to fee schedule in Fees and Charges Bylaw)

May be Requested

Agent Form (this is required when there are multiple owners of the premises OR to confirm that a commercial tenant property may be used for the business subject to the terms of a tenancy agreement)

PARKING CALCULATION Each required parking space must be located entirely on your property.*

Refer to Parking Regulations of DOS Zoning Bylaw No. 1000, 2022 for # of spaces required

Business Type	Floor Area (sq.m) and/or # of seats	# of Parking Spaces
Total		

BEFORE YOU APPLY

Have you...discussed your business with Development Services staff?

Have you...made note of whether or not the property is zoned for your business?

Do you...need a new road access permit?

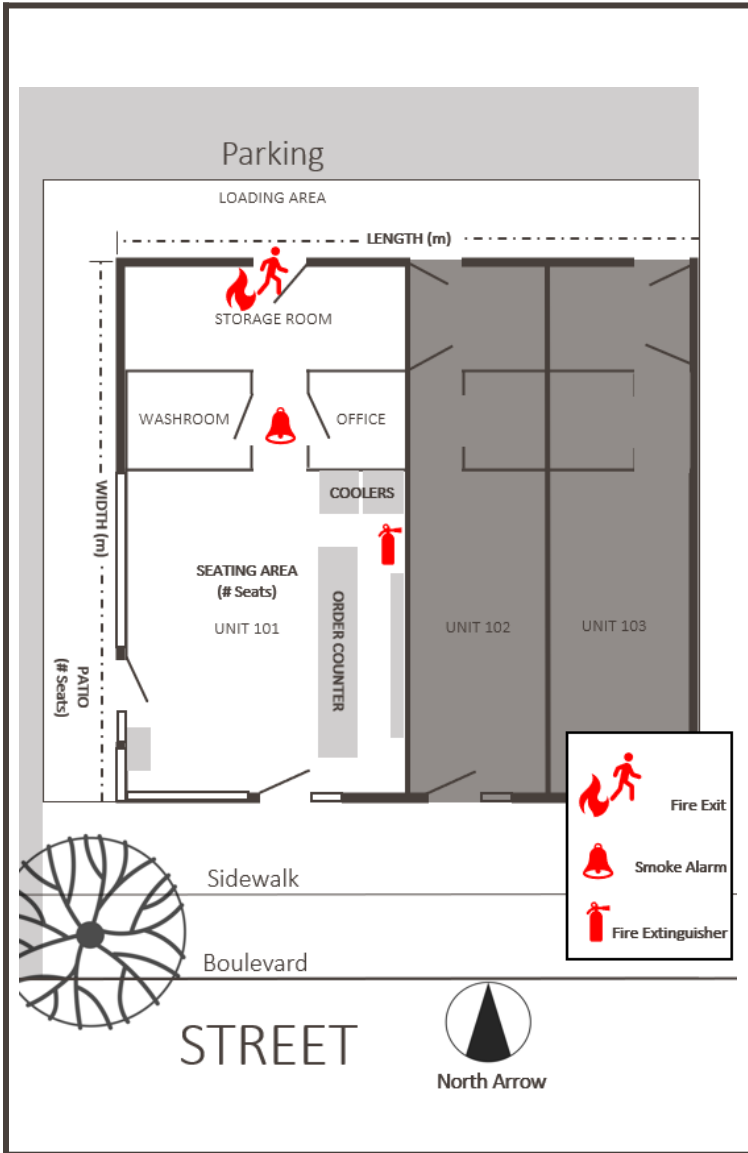
Do you...have enough parking for the business and any others on site?

Do you...need a sign permit?

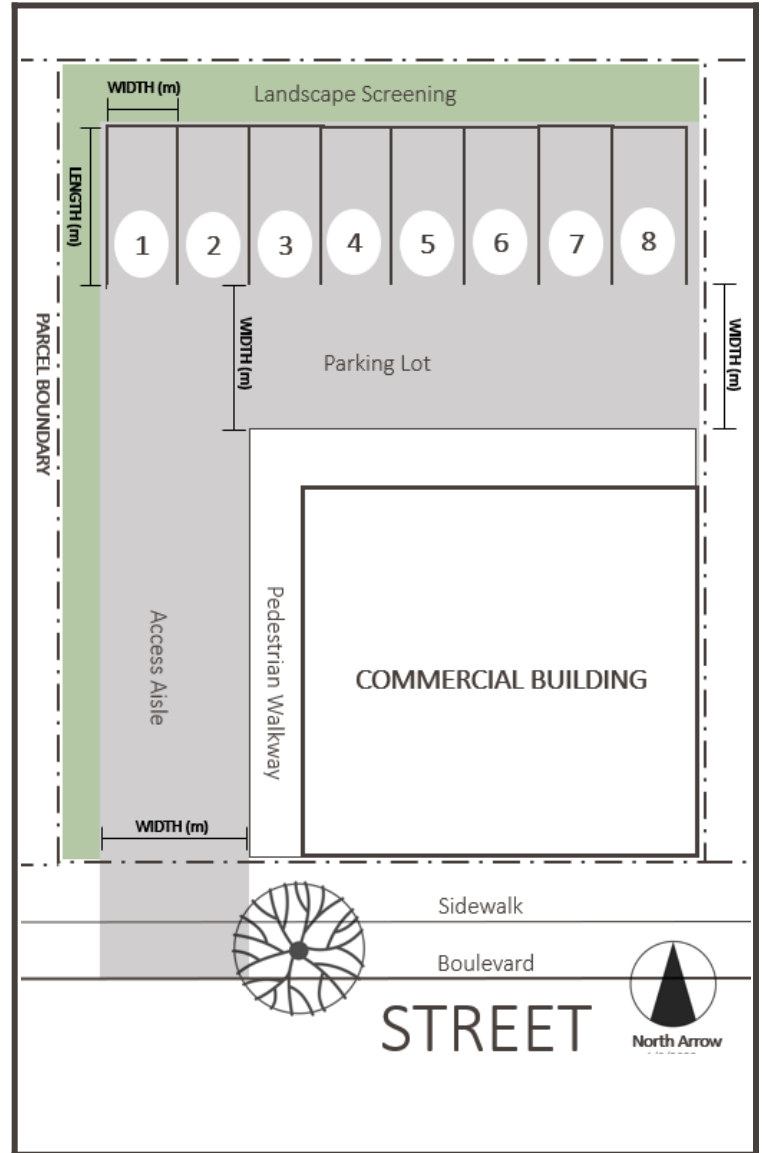
Have you...contacted your property manager to see if any proposed tenant improvements are allowed?



Floor Plan Guide



Parking Plan Guide



Have Questions?
Need Help?

Contact Development Services:

In Person Town Hall, 466 Main Street, Sicamous 8:30AM – 4:30PM
Phone (250) 836 2477 | Email DevelopmentServices@sicamous.ca

