

Business Licence Application

Received

Initial and Date

General Information

To apply, email the required documents to communityservices@creston.ca, or submit paper application at Town Hall.

Only a **complete** submission will be accepted. Incomplete applications will be returned to the Applicant.

Please review the following bylaws before completing your application:

- [Fees and Charges Bylaw No. 1763](#) and [Business Licence Bylaw No. 1793](#)

If your application is approved, you will be contacted for payment and Business Licence pick up.

Contact and Billing Information

Owner(s) Information
Full Name(s):
Email:
Phone:
Property Address:
Mailing Address:
Business Information
Business Name:
Corporate Name (if different):
Business Address:
Business Mailing Address:
Business Email:
Business Phone:
Business Website:

Business Information

General	
Business Licence Year:	
Business Gross Floor Area:	
Business Total Lot Area:	
Business Description (fully describe the proposed business activity):	
Base Fees (SELECT ONE)	
Business Name Change	<input type="checkbox"/>
Business Location Change	<input type="checkbox"/>
Non-profit	<input type="checkbox"/>
Young Entrepreneurs May-Sept. only (18 years of age and under only)	<input type="checkbox"/>
Home Occupation	<input type="checkbox"/>
Short Term Rental	<input type="checkbox"/>
Commercial - small Businesses with a gross floor area of 464 sq. m. or less.	<input type="checkbox"/>
Commercial – mid size Businesses with a gross floor area of greater than 464 sq. m. and less than or equal to 2000 sq. m.	<input type="checkbox"/>
Commercial – large Businesses with a gross floor area of greater than 2000 sq. m.	<input type="checkbox"/>
Industrial - small Businesses with a lot size of 5000 sq. m. or less.	<input type="checkbox"/>
Industrial – mid size Businesses with a lot size greater than 5000 sq. m. and less than or equal to 10,000 sq. m.	<input type="checkbox"/>
Industrial – large Businesses with a lot size greater than 10,000 sq. m.	<input type="checkbox"/>
Non-location based businesses	<input type="checkbox"/>
Temporary	<input type="checkbox"/>
Inter-Community Business Licence (Kootenay Region)	<input type="checkbox"/>

Specific Fees (SELECT ALL THAT APPLY)	
Adult Entertainment Services	
Cannabis Production	
Cannabis Retail	
Car Wash	Number of Bays
Custom Indoor Manufacturing	
Establishments with a Liquor Licence	
Establishments Providing Storage or Warehouse Space	
Minor Liquor Manufacturing Maximum gross floor area of 464 sq. m.	
Major Liquor Manufacturing Gross floor area greater than 464 sq. m.	
Mobile Services	
Parking Lots and Garages (private paid parking businesses)	Number of Parking Spaces
Residential (For Profit)	Number of units
Schedule 2 Contaminated Site Activities Activities that fall under Schedule 2 of the BC Environmental Management Act	
Vehicle Sales	
Tourist Accommodation	Number of Sleeping Units
Vapour or Tobacco Product Retail (19+ establishment)	

Additional Information

Additional Information		
Will any building alterations be done? <i>Building Permit may be required – contact the Manager of Building and Bylaw Development Permit may be required – contact the Manager of Community Planning and Development</i>	<input type="checkbox"/>	<input type="checkbox"/>
Will any signage be installed? <i>Sign Permit Required. Find the application here.</i>	<input type="checkbox"/>	<input type="checkbox"/>
Would you consent to the Town releasing your business name, business address and business phone number or email address to the Mayor/Town Council Members and approved community groups such as the Chamber of Commerce, Community Futures, or similar agencies?	<input type="checkbox"/>	<input type="checkbox"/>

Authorization and Signatures

Authorization & Signatures	
<p><i>The Town of Creston collects your personal information for the purpose of processing your Business Licence Application. The legislated authority to collect your personal information is Section 26 (c) of the Freedom of Information and Protection of Privacy Act.</i></p>	
<input type="checkbox"/>	I/WE HEREBY make an application for an event in accordance with all applicable Town, Federal, and Provincial laws. It is understood that the completion of this form constitutes an application only, and that the works applied for will not commence until a licence has been issued.
<input type="checkbox"/>	I/WE HEREBY agree that I/WE have submitted a complete application, including all the requested supporting documentation.
<div>Signature: _____</div> <div>Date: _____</div>	
Name: _____	

Office Use

Approvals Required		
Description	Date Received	Approved?
Building		
Planning		
Fire		
Interior Health		
Utilities		
Other		

Licence Inspector Signature: _____ Date: _____

Licence Base Fee Category: _____

Licence Specific Fee Category(ies): _____

Terms and Conditions:
