

## General Information

To apply, email the required documents to [communityservices@creston.ca](mailto:communityservices@creston.ca), or submit paper application at Town Hall.

Only a **complete** application will be accepted. Incomplete applications will not be processed.

Please review the following bylaws before completing your application:

- [Fees and Charges Bylaw No. 1763](#), [Business Licence Bylaw No. 1793](#), and [Inter-Community Business Licence Bylaw No. 1890](#)(if applicable).

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

## Short Term Rentals

If you are applying for a Short Term Rental Business Licence, please complete the [Short Term Rental Business Licence Application](#).

## Contact Information

<b>Business Information</b>
Business Name:
Corporate Name (if different):
Business Street Address:
Business Mailing Address:
Business Email:
Business Phone:
Business Website:
<b>Owner(s) Information</b>
Full Name(s):
Email:
Phone:
Property Address:
Mailing Address:

## Business Information

<b>General</b>			
Business Licence Year:			
Business Gross Floor Area: *If a home occupation - note the gross floor area of the home used for the business * If residential for profit – note the gross floor area of the dwelling unit(s).		<input type="checkbox"/> Sq. Ft.	<input type="checkbox"/> Sq. m.
Business Total Lot Area: *Required for Industrial businesses only.		<input type="checkbox"/> Sq. Ft.	<input type="checkbox"/> Sq. m.
Business Description (fully describe the proposed business activity):			
<b>Check all that apply (if applicable)</b>			
<input type="checkbox"/> <b>Business Name Change</b>	<input type="checkbox"/> <b>Business Location Change</b>	<input type="checkbox"/> <b>Inter-Community Business Licence</b> (Kootenay Region)	
<b>Non-profit, Young Entrepreneurs (SELECT ONE if applicable)</b>			
<b>Non-profit</b>			<input type="checkbox"/>
<b>Young Entrepreneurs</b> May-Sept. only (18 years of age and under only)			<input type="checkbox"/>
<b>Base Fees (SELECT ONE)</b>			
<b>Home Occupation</b>			<input type="checkbox"/>
<b>Commercial - small</b> Businesses with a gross floor area of 464 sq. m. or less.			<input type="checkbox"/>
<b>Commercial – mid size</b> Businesses with a gross floor area of greater than 464 sq. m. and less than or equal to 2000 sq. m.			<input type="checkbox"/>
<b>Commercial – large</b> Businesses with a gross floor area of greater than 2000 sq. m.			<input type="checkbox"/>
<b>Industrial - small</b> Businesses with a lot size of 5000 sq. m. or less.			<input type="checkbox"/>
<b>Industrial – mid size</b> Businesses with a lot size greater than 5000 sq. m. and less than or equal to 10,000 sq. m.			<input type="checkbox"/>
<b>Industrial – large</b> Businesses with a lot size greater than 10,000 sq. m.			<input type="checkbox"/>

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

## Additional Information

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<b>Will any building alterations be done?</b> <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"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>
<b>Will any signage be installed?</b> <i>Sign Permit Required. Find the application <a href="#">here</a>.</i>	<input type="checkbox"/> <b>Yes</b>	<input type="checkbox"/> <b>No</b>

**Authorization and Signatures**

Authorization & Signatures	
<p>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 <a href="#">Freedom of Information and Protection of Privacy Act</a>.</p>	
<input type="checkbox"/>	I/WE HEREBY make an application for a Business Licence in accordance with all applicable Town, Federal, and Provincial laws, <b>including provincially and federally required certifications and approvals</b> . 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.
Signature: _____	
Date: _____	
Name: _____	

**Office Use**

Received By:		
<b>Signature</b>	<b>Date</b>	
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: \_\_\_\_\_