

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?

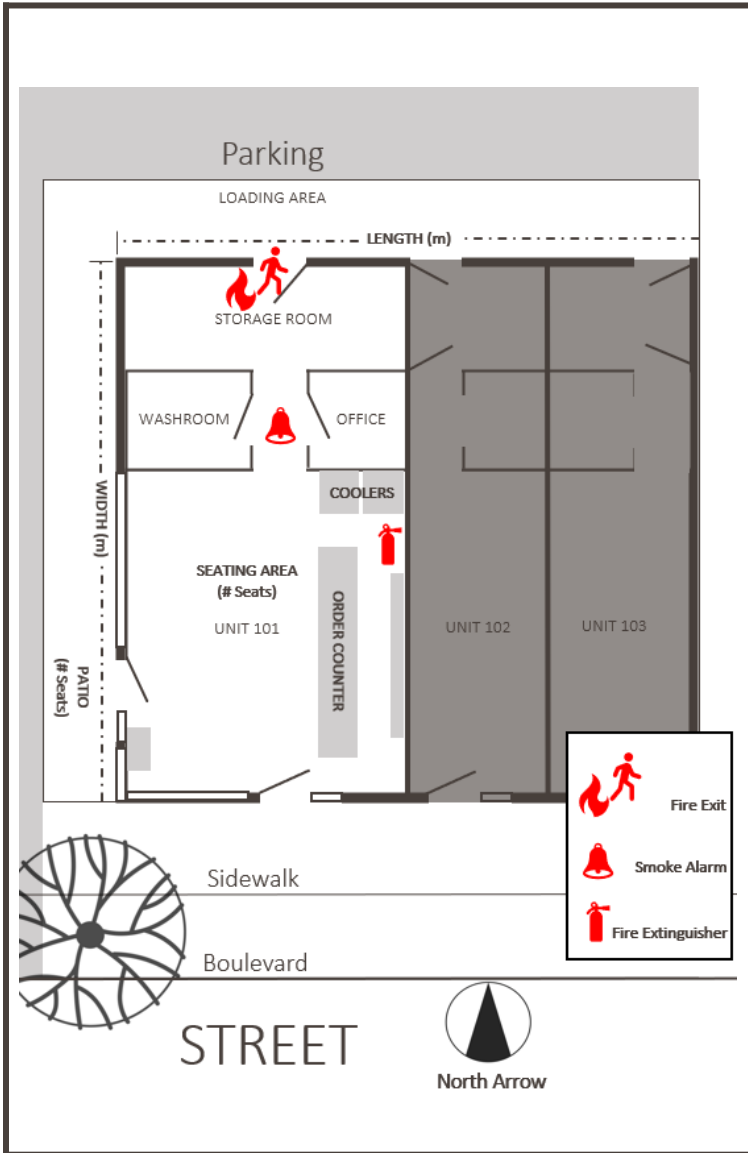
Do you...have enough parking for the business and any others on site?

Do you...need a sign permit?

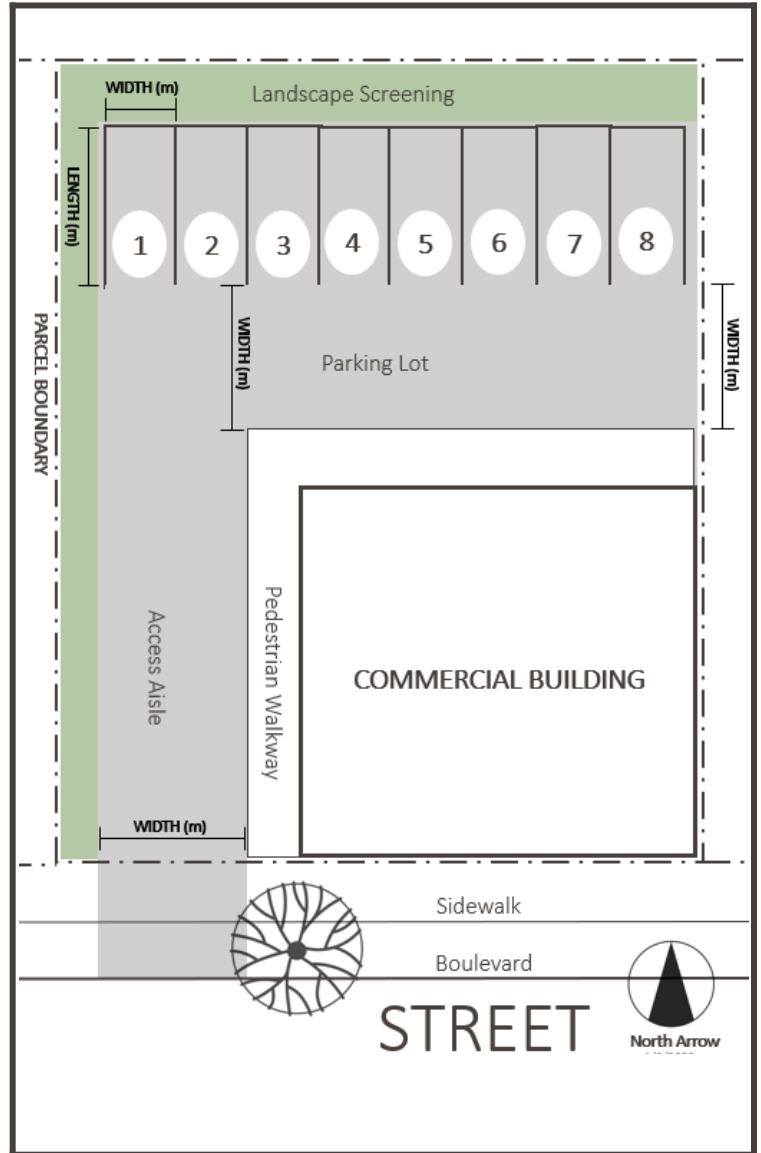
Have you...contacted your property manager to see if any proposed tenant improvements are allowed?



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

