

## Development Services for Business

### Business Licence

Business Licences are required for anyone conducting business or offering services within the City of Castlegar. This includes businesses that are located outside municipal limits, but operate on occasion within the City, home based businesses and mobile vendors.

#### Application Timelines

The City is committed to issuing Business Licences in a timely manner as resources permit. Generally, your licence will be issued within a few days to a few weeks. This is dependent on application volume and staff capacity. Common delays include incomplete applications, missing information, or other Building or Planning approvals that are required.

#### What does a Business Licence Cost?

The City has recently revised its fee schedule under Business Licencing Bylaw 1337. Please see page 2 for the most recent Fee Schedule according to type of business.

#### How do I Submit an Application?

Applications and fees can be submitted in person or electronically to Development Services at [devserv@castlegar.ca](mailto:devserv@castlegar.ca). Business licence fees can be paid in person at City Hall or virtually through the City's on-line payment system or through your banking institution.

#### Step 1: Pre-Application

- Ensure that your Business proposal is in alignment with applicable land
- Use regulations, such as the City's Zoning Bylaw, Sign Bylaw and Building Bylaw
- If you require assistance contact the City of Castlegar Building Official for guidance

#### Step 2: Submit Application

- Applications may be submitted in person at City Hall or virtually by emailing [devserv@castlegar.ca](mailto:devserv@castlegar.ca).
- Business Licence fees will be calculated based on the fee schedule of Business Licencing Bylaw 1337.

#### Step 3: Application Review

- Once an Application has been accepted and received in full, staff will review the application for compliance with applicable regulations such as the City's Zoning Bylaw, Sign Bylaw and Building Bylaw.
- You may require additional permits depending in the scope of the project, including a sign permit or encroachment permit. Interior renovations may require a Building Permit and exterior renovations may require a Development Permit.

#### Step 4: Open for Business

- Once you have your Business Licence and required approvals, it is time to open your business. Business licences should be displayed in a visible location at your place of business.
- An Inspection may be required prior to a licence being issued.

**Schedule A of Business Licencing Bylaw 1337: Fee Schedule**

TYPE OF BUSINESS	FEE (\$)
Accommodation 0-5 Rooms 6-10 Rooms 11 Or More Rooms Banquet/Conference Room	100 150 300 50
Auto Repairs / Service & Sales	500
Auto Repairs / Mechanics / Salvage	200
Bank / Credit Union	600
Beauty/Barber 1 Person 2-5 Persons 6 Or More Persons	100 200 400
Commercial Retail Under 6,000 Square Feet Over 6,001 Square Feet Cannabis And Liquor Retail Sales	150 400 200
Commercial Services: Food Services, Entertainment, Daycares, Other	150
Contractors	100
Home Occupations	100
Inter-Community Business Licence	100
Industrial Light To Medium: Service Stations, Truck Depots, Lumber Accessory Commercial: Food Or Retail Services	250 50
Industrial Heavy (Manufacturing)	1000
Mobile Food Or Retail Vendors Seasonal or Annual Daily	250 50
Professional (Includes Real Estate And Insurance Agents) 1 Professional 2-5 Professionals 6 or More Professionals	150 300 600
Renewal Penalty Fee (If not paid by January 31 of each year)	50