



VILLAGE OF HARRISON HOT SPRINGS  
PO Box 160, 495 Hot Springs Road  
Harrison Hot Springs, BC V0M 1K0  
Telephone: 604-796-2171  
Fax: 604-796-2192

**TEMPORARY COMMERCIAL PERMIT APPLICATION**  
***(INSTRUCTIONS TO APPLICANT)***

1. Please ensure that all requested information on the application is completed.
  2. The application shall be signed by the property owner, or an agent for the applicant. *(A letter of authorization from the owner must be attached if the application is being handled by an agent).*
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The following **must be** attached to the application upon submission:

1. A copy of the current State of Title certificate (title must be current; \_\_\_\_\_  
within 15 days of the date the application is submitted.
2. A sketch plan drawn to a minimum scale of 1:200 (metric for the Site \_\_\_\_\_  
showing all existing buildings and structures, driveways, sidewalks,  
patios and access to public roadways. (**Require:** 2 – 11” x 17”  
and 6 – 8 ½” x 11” copies)
3. Detailed description of the proposed commercial use on the property.  
\_\_\_\_\_  
\_\_\_\_\_  
(provide additional details if necessary)
4. The Village may require a report, prepared by a professional \_\_\_\_\_  
engineer with experience relevant to the applicable matter. *Yes/No*
9. Payment of applicable application fee. \_\_\_\_\_

**NOTE: Applications will not be accepted without all of the above documents.**



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### **TEMPORARY COMMERCIAL PERMIT APPLICATIONS: PROCESS**

1. Application is picked up at the Municipal Office and completed by the Applicant as required on the *TCP Instructions to Applicant* information sheet.
2. Application is returned to the Municipal Office for processing.
3. The application shall be reviewed to ensure that all required details, maps and information has been provided and checked for accuracy.
4. The request for a Temporary Commercial Permit must be advertised twice in a local newspaper to allow for public input.
5. The Temporary Commercial shall be reported to Council for approval or rejection.
6. If approved, the Permit shall be filed at the Land Title Office.
7. Once the Permit has been registered at the Land Title Office a copy is provided to the applicant.
8. If approved the applicant shall apply for any other appropriate permits associated with the applied use.

**NOTE:** Once the application has been received the entire process may take at least 3 months depending upon the complexity of the application and advertising requirements.