

## Business Licence – Inter-Community

**PLEASE NOTE:** Only complete applications will be accepted.

- Check all that apply:
- Intercommunity

## Applicant Contact Information

Applicant: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City

Province

Postal Code

## Business Contact Information

Ownership Type

- Proprietorship     Corporation # \_\_\_\_\_     Partnership

Business Name: \_\_\_\_\_

Limited Company Name: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Business Email: \_\_\_\_\_

Zoning \_\_\_\_\_

CRA Business  
Number (If applicable) \_\_\_\_\_

Business Website: \_\_\_\_\_

## Description of Proposed Business (attach a separate page if necessary)

Detailed Nature of Business (Services being offered)

## Application Fee Schedule

A complete application includes payment of fees. The fees for business licenses are outlined in Schedule 4 of [District of Sooke Fees and Charges Bylaw No. 752](#); please refer to this Bylaw for complete details.

	FEE	TOTAL
Inter Community	\$170.00	
<b>Total Application Fee(s) Due</b>		



## Application Requirements Checklist

**PLEASE NOTE:** All application submissions must adhere to the following naming convention: [YYYY-MM-DD Attachment Title.pdf]. For example, the attachment for the Application Form would be named: 2024-01-01 Application Form.pdf.

Complete application packages can be submitted by email to [businesslicence@sooke.ca](mailto:businesslicence@sooke.ca). If the application cannot be submitted electronically, please contact the Business Licence division at [businesslicence@sooke.ca](mailto:businesslicence@sooke.ca) or 250-642-1634 to make alternative arrangements for submission.

- Application form
- Government Photo ID of Applicant

## Application Submission Acknowledgement

- I hereby make an application as specified herein and declare that all the information submitted in support of the application is true and correct in all respects.
- I confirm that all property owners are aware of this application, and I have received consent from all property owners to apply on their behalf.
- I confirm that I have read the Home-Based Business Regulations, **Section 4.3 of Bylaw 600, Sooke Zoning Bylaw, 2013**
- I hereby acknowledge that all the information provided herein is collected for the purpose of administering the *Local Government Act* and the bylaws of the municipality under the *Local Government Act*, and under the authority of those enactments.
- I hereby acknowledge that the submission of the Application Form and associated Attachments does not automatically constitute acceptance of the application or approval of a Business Licence.

## Important

- All business licenses are issued in conformance with the District of Sooke’s Business Licence Bylaw No. 778, 2021
- All Business Licences expire on December 31st and must be renewed no later than the last day of February.
- Business Owners must notify the District of Sooke if they are moving or closing the Business.

**PLEASE NOTE:** Upon receipt of a complete application, District of Sooke staff will confirm acceptance of the application with the applicant.

Applicant’s Signature

Date