



GENERAL

Business Licence Department
info@sooke.ca
250-642-1634

BUSINESS LICENCE APPLICATION

This application is submitted for the following:

Account No. _____

Staff member initial _____

- ☐ New Business
☐ Change of Name

- ☐ Change of Ownership
☐ Change of Address

Type of Business: (indicate one)

	Fee
☐ Home-Based	\$50.00
☐ Intermunicipal	\$100.00
☐ Commercial – Small (less than 464.5 sq. m./ 5,000 sq. ft.) or less of premise; includes land	\$125.00
☐ Commercial – Large (more than 464.5 sq.m./5,000 sq. ft.) or less of premise; includes land	\$250.00
☐ Inter-Community	\$170.00
☐ Non-Resident	\$100.00

Business Name: _____

Nature of Business: _____

Owner(s) Licencee(s) Name(s) _____

Ownership Type (check one): ☐ proprietorship ☐ corporation # _____ ☐ partnership

Owner / Licencee Address: _____

Contact Person: _____ Cell: _____ Email: _____

Business Mailing Address: _____

Business Location (if different than above) _____

Business Phone No. _____ Fax _____ Email _____

Business Start Date: _____ Trade Qualification Number _____

REQUIRED INFORMATION

Are you renovating/altering the premise? Yes ___ No ___ Building Permit No. _____

Building Owner ☐ Tenant* ☐ *Owner's Authorization required Will clients visit your residence? Yes ___ No ___

Have you read the Home-Based Regulations? (Schedule A) Initial _____

Will you be installing a sign? (Sign Permit application required) Yes ___ No ___

☐ Floor Plan submitted ☐ Lot Plan submitted ☐ Health Authority Permit (VIHA)

The undersigned owner/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature

Date

Freedom of Information and Protection of Privacy

Business Licences are public records and are available for inspection upon request at the District of Sooke municipal hall. Personal Information you provide on this application form is collected under the authority of the *Freedom of Information and Protection of Privacy Act, section 26 (c)* and will be used for the purposes of processing your application. Your business name and contact information (business address and telephone number) are not considered to be personal information. Questions about the collection and release of your personal information may be referred to the Corporate Services department at (250) 642-1634.

SUPPLEMENTAL INFORMATION

IMPORTANT!

HOME-BASED BUSINESSES

All Home-Based Businesses applicants must read the Home-Based Business Licence Regulations (Schedule A) and agree to follow the conditions.

If you indicate, at the time of application, that you are not having clients visit your premise, and change your mind after you receive your Licence, the Planning, Building, and Fire Departments will be required to review the changes. In this case, a new Business Licence will be issued to you.

FOOD TRUCKS – require Home-Based and Intermunicipal Business Licences

All Business Licence applications for Food Trucks will be referred, by the Licence Inspector, to Vancouver Island Health Authority for a Food Permit. The Fire Department will also conduct an inspection of the fire suppression system on the Truck.

Food Trucks are to be self-contained units, meaning all gray water and cooking grease must be contained in tanks on the truck.

Food Truck are prohibited from emptying their gray water or cooking grease into the District of Sooke's sewer system, or into a septic system. Food Truck operators must dispose of their wastewater at a facility equipped to handle such discharge. Maintaining a log of all tank discharges, dates, time, and location, must be kept on the Food Truck for inspection when requested. See the Sewer Use Code of Practice for Food Trucks in the *Sewer Use Bylaw No. 224, 2005*

Food Trucks are not permitted to add any permanent structures to the parking location, and they are to be mobile and capable of moving with 24 hours' notice.

CHILD CARE and COMMUNITY CARE FACILITIES -

1. Are clients ambulatory? Yes _____ No _____
2. How many children/clients will you have? _____
3. How many children/clients are 30 months of age and over? _____ How many under 30 months? _____
4. Have you applied with Vancouver Island Health Authority? Yes _____ No _____

Signature: _____ Date: _____

INTERMUNICIPAL and INTER-COMMUNITY LICENCES

Applicants will be required to apply for a Home-Based Business or Commercial Licence as well as the Intermunicipal or Inter-Community Licences. A floor plan of your residence/commercial space is required. This floor plan should indicate all spaces used for business purposes, and the measurements of those areas. This can be space used as an office or where you do paperwork.

Some Home-Based Business Licence applicants will have to make application for a Building Permit. The circumstances where this might be required are operating an Air B&B, a personal service such as hair salon, massage therapy, or a Change in Use, etc. Contact the Building Department at 250-642-1618 for more information.

COMMERCIAL – SMALL OR LARGE

A floor and site plan are required to accompany the Licence application.

A Building Permit may be required if there are any alterations to the premise or a Change in Use. A Business Licence will not be issued until an Occupancy Approval has been issued by the Building Department, if applicable.

All Business Licence applications will go through an internal review with the various departments checking to ensure your application complies with all municipal bylaws and applicable legislation. Only upon a successful internal review will the Business Licence be issued.

***Premise size includes the property.**

The *Business Licence Bylaw, No. 778, 2021*, can be viewed in its entirety at <https://sooke.civicweb.net/document/51783>

BUSINESS LICENCES

SCHEDULE A – HOME-BASED BUSINESS REGULATIONS

Zoning Bylaw No. 600, 2013

4.3 Home Based Business Regulations

- a) The home-based business use shall only be conducted by a resident on the lot and shall not employ more than two additional non-resident persons on the lot.
- b) The home-based business use shall not involve exterior storage or display of any material or equipment associated with the home-based business.
- c) The maximum floor area that may be used for home-based business use, including office space, storage, processing or sale, shall not exceed 50 m² or 40% of the floor area of the dwelling on the lot, whichever is less.
- d) The home-based business use shall not produce any hazard, offensive odour, noise, dust, smoke, glare, toxic or noxious matter, heat, electrical interference, fire hazard, litter, additional waste, floodlighting, vibration, excessive customer or service traffic, or create a nuisance of any kind other than that normally associated with a dwelling or residential use.
- e) All parking associated with the home-based business use shall be contained on the lot.
- f) The home-based business use shall be clearly subservient to the use of the dwelling unit for residential purposes and to the residential use of the lot on which the dwelling is located.
- g) The home-based business shall be conducted entirely within a dwelling unit or a permitted accessory building, with the exception of a children's daycare which may use an outdoor play area.
- h) There shall be no variation of the external residential appearance of the land and premises in which the home-based business is carried on except that one (1) non-illuminated sign per lot shall be permitted.
- i) All articles sold through a home-based business shall be produced on the lot and no retail activity of any other materials or goods shall occur except that articles manufactured off site may be sold through a home-based business in an office setting provided that all storage and distribution of articles is carried out off site by persons employed in the home-based business. These articles may be available for viewing on the lot.
- j) The home based business shall not be operated in a manner that generates more than two client visits at any one time or more than 10 client visits per day, with the exception of community care facilities.
- k) No more than one commercial utility trailer or commercial vehicle shall be stored or parked on a lot or the adjacent roadway at one time in connection with the operation of the business.
- l) Any home based business use must comply with all municipal, regional, provincial and federal, and all environmental protection regulations.
- m) The following uses are prohibited as a home based business:
 - i. Auto repair on lots 2,000 m² in area or smaller;
 - ii. Auto repair outside of an enclosed building;
 - iii. Heavy equipment storage and repair;
 - iv. Autobody work;
 - v. Welding or steel manufacturing;
 - vi. Cannabis Production - Micro and Cannabis Production – Standard. [Added by Bylaw No. 741 (600-73) Adopted September 16, 2019



SUPPLEMENTAL - FISHING

Business Licence Department

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FISHING CHARTER OPERATORS

Please provide the following information, which will be added to the Business Licence **General** Application, to assist in determining if a Business Licence will be issued. Use a separate form for each vessel.

1. Number of vessels operated that are part of the business to be licenced. _____

2. Name(s), licence and/or registration of the vessel(s) described above.

3. The passenger capacity of the vessel(s). _____

4. All locations where passengers embark or disembark from the vessel(s) _____

5. All locations where the vessel is stored, moored, or parked when not in operation.

6. Are you leasing moorage, storage, or parking space? _____ If so, please provide a copy of lease agreement or Owner's Authorization.

7. Provide the address of all locations provided for customer/passenger parking of private vehicles.

8. _____

Name (print)

Signature

Date

Attach this form to the Business Licence **General** application, when completed.

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