



## Property Owner Contact Information (if required)

Name:		
Email:	Phone Number(s):	
Mailing Address:		
City	Province	Postal Code

## 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
Commercial - Small	\$125.00	
Commercial - Large	\$250.00	
Intermunicipal	\$100.00	
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.

REQ.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Application Form	Completed Application Form.
<input type="checkbox"/>	Government Photo ID	Government Photo ID of Applicant
<input type="checkbox"/>	Owner's Authorization Form	Owner's Authorization Form Signed by all Property Owners registered on Title.



REQ.	ATTACHMENT	DETAILS
<input type="checkbox"/>	Corporate Registry/ Company Search	Corporate Registry/ Company Search Required only if the registered property owner is a registered company, current within 30 days of application submission.
<input type="checkbox"/>	Application Fee	Per <a href="#">District of Sooke Bylaw Fees and Charges Bylaw No. 752</a> , payable via cash, cheque or debit.
<input type="checkbox"/>	Tenancy Agreement	Required for businesses where the operator is a tenant.
<input type="checkbox"/>	Site Plan and Design Drawings	<input checked="" type="checkbox"/> Site Plan: <ul style="list-style-type: none"> <li><input type="checkbox"/> Civic address of subject property.</li> <li><input type="checkbox"/> Drawn with a ruler, to scale not required.</li> <li><input type="checkbox"/> Location and dimensions of all buildings.</li> <li><input type="checkbox"/> Location and dimensions of driveway.</li> <li><input type="checkbox"/> Location and dimensions of all parking locations to meet zoning requirements.</li> </ul>
<input type="checkbox"/>	Floor Plan	<input checked="" type="checkbox"/> Floor Plan <ul style="list-style-type: none"> <li><input type="checkbox"/> Civic address of subject property.</li> <li><input type="checkbox"/> Drawn with a ruler, to scale not required</li> <li><input type="checkbox"/> Dimensions and uses of all areas and rooms of the building.</li> <li><input type="checkbox"/> Business space is clearly identified on the plan</li> </ul>
<input type="checkbox"/>	Emergency Fire Safety Plan	<input checked="" type="checkbox"/> A floor plan to be displayed at all entrances, and exits that must include the following information: <ul style="list-style-type: none"> <li><input type="checkbox"/> Address of Property</li> <li><input type="checkbox"/> Location of fire exits</li> <li><input type="checkbox"/> Location of window exits that must comply with the size requirements set by the BC Building Code.</li> <li><input type="checkbox"/> Exit paths and alternate exit paths for each room and area of the unit</li> <li><input type="checkbox"/> Designated meeting point</li> <li><input type="checkbox"/> Fire extinguisher locations</li> <li><input type="checkbox"/> Fire alarm locations</li> <li><input type="checkbox"/> Smoke/carbon monoxide locations</li> <li><input type="checkbox"/> Electrical panel locations</li> <li><input type="checkbox"/> Emergency contact number (911)</li> </ul>
<input type="checkbox"/>	Other	

## 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 for a business licence.
- 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

- Businesses that require signage must apply for a [Sign Permit](#) with the Planning Department. For information regarding sign types, sizes, etc., see the District of Sooke's [Sign Regulation Bylaw No. 480, 2011](#).
- All business licences are issued in conformance with the District of Sooke's [Business Licence Bylaw No. 778, 2021](#)
- The Business Licence must be displayed in a prominent location that can be easily seen.
- All Business Licences expire December 31st and must be renewed no later than the last day of February.
- If you indicate in your application that clients will not be visiting the premises and subsequently begin to allow client visits, a new Business Licence application must be submitted for further evaluation.
- 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.

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Applicant's Signature

Date