

Business Licence – Home-Based Business

PLEASE NOTE: Only complete applications will be accepted.

- Check all that apply:
- Home-Based Business
 - Non-Resident
 - Intermunicipal
 - Change of Address within the District of Sooke
 - Change of Business Name

Applicant Contact Information

Applicant is: Sole Property Owner Yes No *(See Owner's Authorization Form)*

Applicant/Owner Name: _____

Email: _____ **Phone Number(s):** _____

Mailing Address: _____

City _____ Province _____ Postal Code _____

Government Photo ID provided Yes No

Residential Address on Identification _____

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)*

Number of Owners: _____ **Proposed Opening Date:** _____

No. of Parking Spaces: _____ **Sign Required:** Yes *(Sign Permit Application Required)* No

Renovating or Altering Premises: Yes No **Building Permit #:** _____

Occupancy Approval Granted Yes No **Will clients be visiting your business?** Yes No

Sq. Ft. Total of Residence _____ **Sq. Ft. Total of Business Use** _____

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
Home-Based Business	\$50.00	
Intermunicipal	\$100.00	
Total Application Fee(s) Due		

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. If the application cannot be submitted electronically, please contact the Business Licence division at businesslicence@sooke.ca or 250-642-1634 to make alternative arrangements for submission.

- Application form**
- Government Photo ID of Applicant**
- Owner's Authorization Form Signed by all Property Owners registered on Title.**
- Corporate Registry/ Company Search Required only if the registered property owner is a registered company, current within 30 days of application submission**
- Application Fee** Per [District of Sooke Bylaw Fees and Charges Bylaw No. 752](#), payable via cash, cheque or debit.
- Site Plan of Home-Based Business Location**
 - Civic address of subject property.
 - Drawn with a ruler, to scale not required.
 - Location and dimensions of all parking locations to meet zoning requirements.
- Floor Plan of Business Location**
 - Drawn with a ruler, to scale not required
 - Dimensions and uses of all areas within the building of the home-based business
 - Business space is clearly identified on the plan

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

- 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 licenses 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 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