

District of Sooke Business Licence Application

Office Use Only
Licence Account Number

ID Produced Yes No (circle one)
DL, other Gov't photo ID required

Staff Member initial_____

Application Type (check one) Note: Application must be completed in full.

- ☐ New Business in Sooke ☐ Change of Address within Sooke ☐ Change of Business Name
- ☐ Home-Based \$50 ☐ Intermunicipal \$100 ☐ Commercial – Small \$125 ☐ Commercial – Large \$250
- ☐ Inter-Community \$170 ☐ Non-Resident \$100

Business Name		Limited Company Name	
Business Address		Business Phone	Business Email
Applicant(s) Name and Address			
First		Last	
Address		City	Postal Code
Phone Number	Email		Alternate Phone Number
Government Photo ID provided <input type="checkbox"/> Yes <input type="checkbox"/> No		Residential Address on Identification _____	
Required Information			
Number of Owners	Desired Opening Date	CRA Business Number (if applicable)	
Detailed Nature of Business (what services are offered?) 			
Business Phone	Home/Cell Phone	Business/Other email	
Business Website	Will you have clients to your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No (max. 2 per visit)		No. of Parking Spaces
	Sq. Ft. of total Residence Sq. Ft. of Business Use	Renovating or Altering Premise: Yes No	

I hereby make application for a licence in accordance with all the information as above stated and declare that this is a true and correct statement. 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 further agree to comply with all the relevant Regulations and Bylaws of the District of Sooke and the Province of BC. This application does not constitute approval for a Business Licence. A Business Licence may be issued following an Internal Review by relevant District of Sooke departments.

STR Operator Name(s)

Signature

Date

IMPORTANT INFORMATION

HOME-

BASED BUSINESSES

All Home-Based Businesses applicants must read the Home-Based Business Licence Regulations (Schedule A) and agree to obey 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 to 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 a 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>

Applicant Checklist

- ☐ Have you provided government issued photo identification with your current residential address?
- ☐ Have you submitted a floor plan of your business location? The floor plan does not have to be to scale, nor professionally drawn, but you **MUST** use a ruler. Label the rooms, with measurements. Identify rooms that are used for the Business
- ☐ Have you submitted the Owner's Authorization form if you are not the property owner?
- ☐ Have you submitted a lot plan showing available parking spaces, accessory buildings, residence, etc?
- ☐ Have you read the Home Based Business Regulations, if applicable, in Section 4.3 of the *Zoning Bylaw*?
- ☐ Confirm that Home Occupation is a permitted use. See **Sooke's Zoning Bylaw No. 600, 2013**, or email planning@sooke.ca or mmills@sooke.ca

Important

- * Businesses that require signage must apply for a Sign Permit with the Planning Department. For information regarding sign types, sizes, etc. see 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 by no later than the last day of February**
- * **Business Owners must notify the District of Sooke if they are moving or closing the Business.**

By submitting this business licence application, the listed applicant hereby declares that all the information is correct
And that they will comply with the bylaws and regulations of the District of Sooke.

Applicant's Signature

Applicant's Name – Print

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.



2205 Otter Point Rd
Sooke BC V9Z 1J2
Tel: 250-642-1634
Fax: 250-642-0541
businesslicence@sooke.ca
www.sooke.ca

Business Licence Application Checklist

Property Address: _____

The following are required to be included with your application:

☐

Floor Plan

A floor plan is a plan showing a room layout for the entire building which contains the Home-Based Business, with each room labeled. The floor plan must be drawn with a ruler, does not have to be to scale, but does need to show measurements. The business space must be clearly identified on the plan.

☐

Site Plan

A site plan is a plan showing where the vehicles will be parked to meet the parking requirements and includes site details such as buildings and driveway. The site plan must be drawn with a ruler, does not have to be to scale, but does need to show measurements.

☐

Emergency Fire Safety Plan

This is a floor plan of the building that will be displayed at all entrances and exits and business area. It shows exit paths out of the unit, location of fire extinguishers, fire alarms, and electrical panels.

Applications must be submitted with a complete plan. The fire evacuation plan must include the following information.

- Operators Name
- Address of Property
- Location of fire extinguisher
- Emergency Contact number (911)
- Designated meeting point
- Location of carbon monoxide/smoke alarms
- Location of fire exits
- Location of window exits of code approved size

☐

Tenancy Agreement & Owner's Authorization

If the operator of the Home-Based Business is a long-term tenant, a copy of the tenancy agreement is required with signed permission from the owner stating the tenant may operate a short-term rental on the property.

☐

Application Form

The Business Licence Application Form must be completed in full.

☐

Health and Safety Inspection Checklist

The Health and Safety checklist outlines the specific health and safety items that will be inspected for the business. Short-Term Rental Business Licence Applicants must complete the STR Operator column in the attached checklist and submit it as part of their inspection.

Incomplete Applications will NOT be accepted.

Applicant Name (Print) _____ Date _____

Applicant Signature _____

Owner's Authorization Form

All property owners registered on the Certificate of Title must provide written approval to allow the APPLICANT to operate a business on the following property,

_____, is hereby authorized to operate the business of _____, located at:

Street Address: _____
Legal Description: Lot ____ Block ____ Section ____ Plan _____

REGISTERED OWNER 1

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 2

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

REGISTERED OWNER 3

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

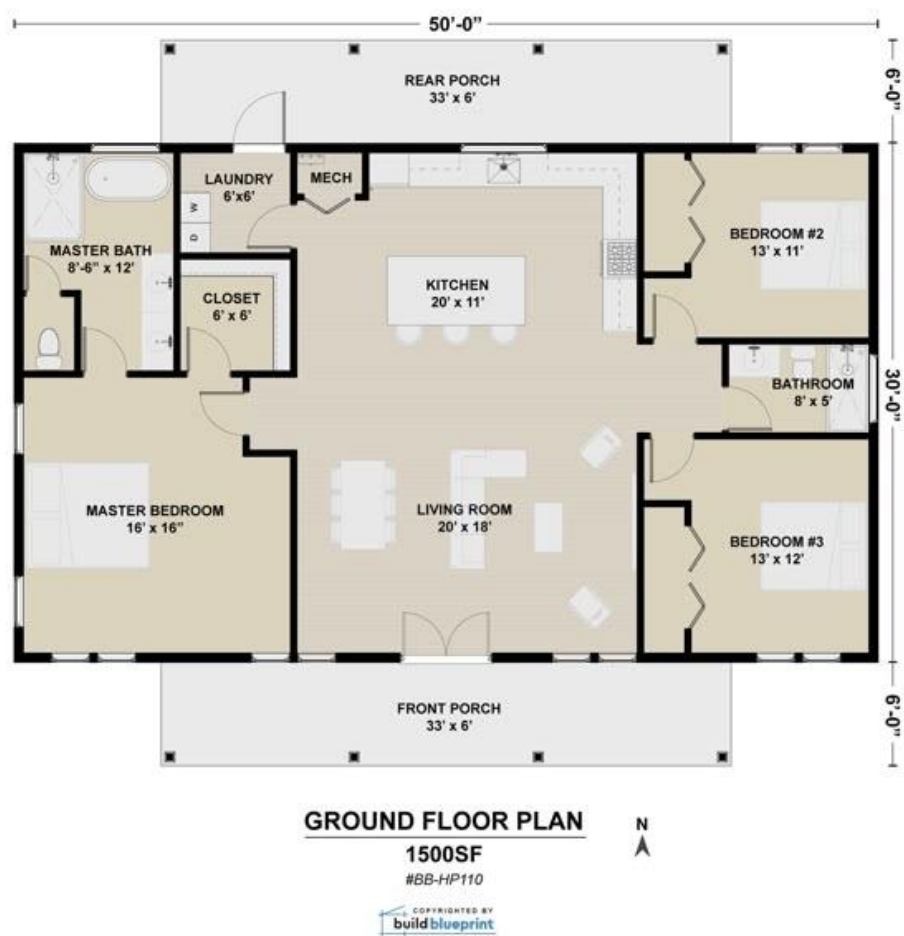
REGISTERED OWNER 4

Name of Registered Owner: _____
Signature of Registered Owner: _____
Date: _____

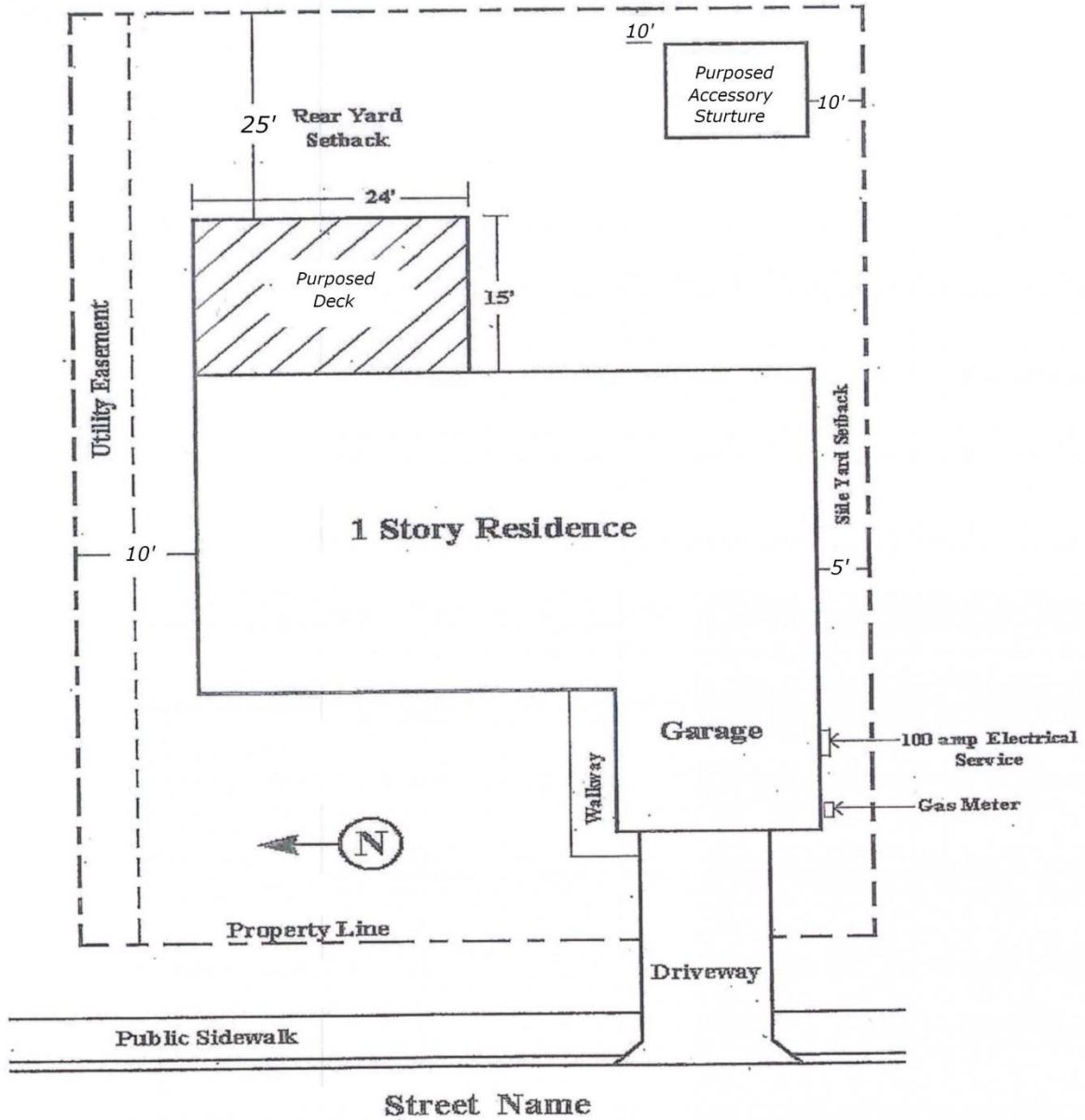
Other enactments of the District of Sooke, the Province of British Columbia and the Government of Canada may apply to development affected by this bylaw. Applicants should satisfy themselves that all regulatory requirements affecting their proposal are met.

Sample Floor Plan

Include:
Business Name
Address



Sample Site Plan



Sooke Fire Rescue Department

Fire Prevention Office

2225 Otter Point Rd.

Sooke, B.C. V9Z 1J2

Phone 250 642-5422

Fax 250 642-3840



Home Based Business – Fire Checklist

For virtual home-business environments – no client visits

Inspection / Re-inspection

Section A: Please Complete All Fields

Applicant Information			
Business Name		Owner Name	
Address		Phone #	

Checklist	N/A	Yes	No	Comments
Two means of egress				
5 lb ABC extinguisher, mounted at exit (NEW)				
Smoke Detector not exceeding 10 years old, checked with battery changed annually *please note we suggest batteries be changed twice annually with time change				
Flashlight / emergency lighting				

Owners Signature:

Section B: Office Use Only

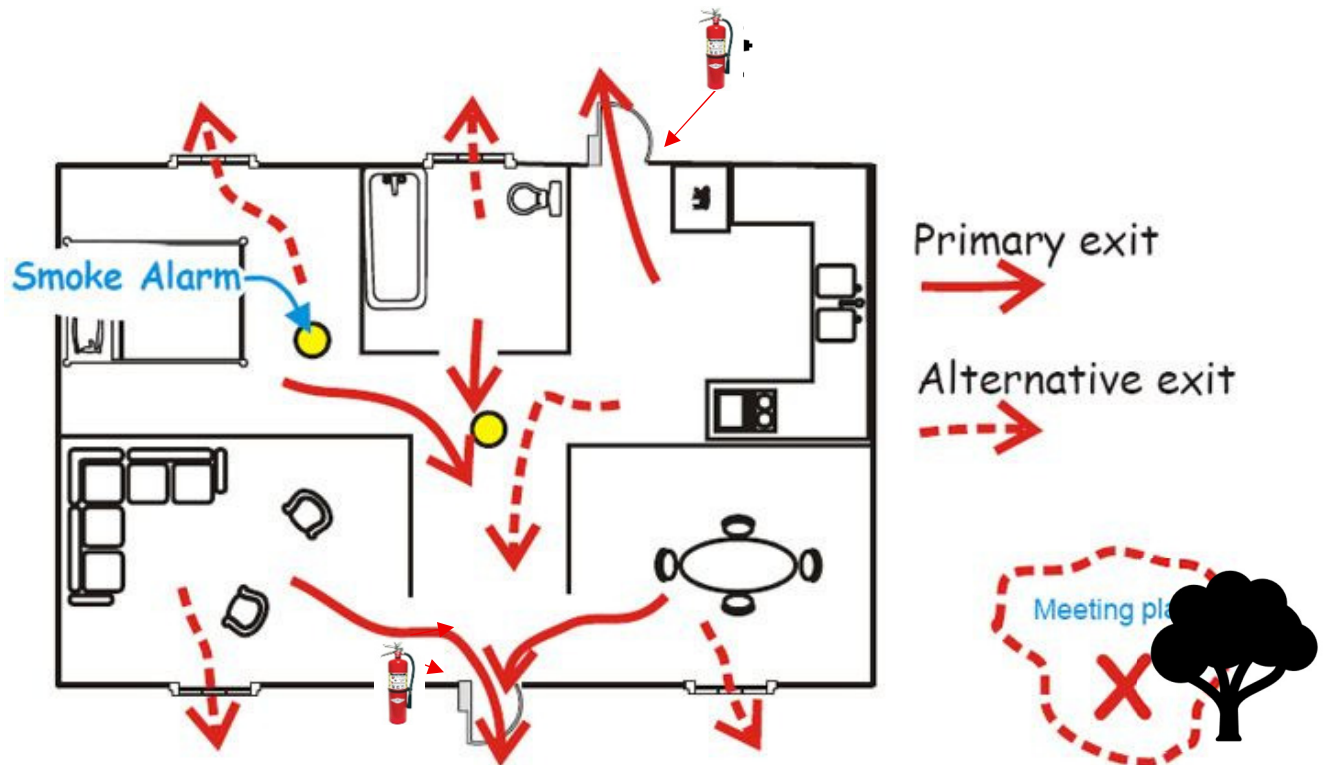
Inspector Name		Date of Inspection	
Email:		Acct #	

Corrections are to be completed within _____

This is to certify that the premises were inspected on the above date, and conditions were found as stated.

Inspector Signature:

FIRE SAFETY PLAN



In an EMERGENCY, CALL 911

Property Owner/Tenant: Mr. Jones
123 Anywhere St
Phone: 555-123-9876

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]*



Business Licence Department
businesslicence@sooke.ca
info@sooke.ca 250-642-1634
 Photo ID checked _____
 Account Number _____
 Staff Member initial _____

Health and Safety Checklist

Business Licence Applicants must complete the Business Operator column on the checklist below as part of their application. **Incomplete applications will not be accepted.**

All business spaces to be utilized as a Business must have been authorized with a Building Permit and Occupancy Approval for residential, use and comply with the standard Safety and Health Requirements noted on the checklist.

Overview of standard safety and Health requirements			Business Operator initials	Building Official initials
1.	Addressing	All dwelling units on the property require separate addressing. House and dwelling unit addressing shall be clearly visible from the street. Numbers should be a minimum of 100mm (4 inches) with a contrasting colour to house.	<input type="checkbox"/>	
2.	Emergency Fire Safety Plan	A basic floorplan of the dwelling unit is to be posted at the front door as well as on the back of each bedroom door. The plan should include the exit paths out of the unit, location of fire extinguishers, smoke & carbon monoxide alarms and electrical panel locations, the address of the unit, as well as the owner's name and number. The emergency contact number (911) should be posted, and the designated meeting point must be clearly indicated.	<input type="checkbox"/>	
3.	Fire Extinguisher	At least one 3A10BC Rechargeable Fire Extinguisher per floor, <u>MOUNTED</u> in a visible, accessible location. When the extinguisher is in a cabinet or closet, the door cover must be clearly labeled. It is to be serviced annually by a certified Fire Protection Technician. A documentation log is to be maintained and may be audited by the District of Sooke Fire Department.	<input type="checkbox"/>	
4.	Smoke Alarm	Interconnected smoke alarms (S/A) shall be CAN/ULC-5531 "Standard for Smoke Alarms" and shall be installed on or near the ceiling. A S/A shall be located on each story, including basements, additionally a S/A shall be installed in each sleeping room and in a location between the sleeping rooms and the remainder of the storey, and if the sleeping rooms are served by a hallway, this S/A shall be located in the hallway. The S/A shall be wired so that the activation of one alarm will cause all alarms within the entire structure to sound. S/A are to be tested monthly using the test switch on the smoke alarm or the test method recommended by the manufacturer. The alarm signals shall sound during test. A documentation log is to be maintained and may be audited by the District of Sooke Fire Department.	<input type="checkbox"/>	
5.	Carbon Monoxide Alarm	Carbon monoxide (CO) alarms are required in dwelling units that have fuel fired appliances (gas or wood) or attached garages and are to conform to CAN/CSA-6.19 "Residential Carbon Monoxide Alarming Devices". CO alarms are not to have a disconnect switch between the overcurrent device and the CO alarm where the CO alarm is powered by the dwelling unit's electrical system. CO alarms are to be mechanically fixed at a height recommended by the manufacturer's instructions. A documentation log is to be maintained and may be audited by the District of Sooke's Fire Department.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A	
6.	Wood Burning Chimney	Please provide a certificate or receipt from a certified chimney sweep (WETT certified) that shows the flues have been cleaned in the last year. Spark arrestor shall be in place on chimneys.	<input type="checkbox"/> Complete <input type="checkbox"/> N/A	
7.	Bedroom	Bedroom windows are to open without obstruction. The opening cannot be less than 0.35 sq. m. (3.8 sq. ft) with no dimension less than 380 mm (15 inches). Where a window opens into a window well, a clearance of not less than 760 mm (30 inches) shall be provided in front of the window. There should be no security grilles that require keys, tools, or special knowledge of the opening.	<input type="checkbox"/>	



Business Health & Safety Checklist

Overview of standard safety and Health requirements			STR Operator	Building Official Initials
8	Exiting Egress	Pathways to exterior exits such as hallways and stairs should be always maintained free and clear of obstructions. Emergency lighting is not required for single family dwellings; however, it is recommended to assist guests through an unfamiliar space during a black out emergency.	<input type="checkbox"/>	
9	Stairs, Guardrails, & Handrails	Stairs, guardrails, and handrails are to be in good general condition with no missing or damaged steps, sturdy guardrails, handrails, treads shall have appropriate rise and run dimensions with compliant landing. Older homes may require additional or replacement of existing stairs, handrails, and guards	<input type="checkbox"/>	
10	Deck, Patio, Gazebo, Balcony	General safe condition with sturdy guardrails where required. The surfaces are to be firm without dry rot or holes. Stoops and steps from deck are to comply with applicable code.	<input type="checkbox"/>	
11	Garage	If a garage is attached to a dwelling unit, the garage main door (door from garage to home) must be a solid door with weather-stripping and self-closing hinges.	<input type="checkbox"/>	
12	Water Systems	Plumbing fixtures must be supplied with a potable water supply. Grey water recycling will not be permitted without specific approvals. Fixtures must have hot on the left and cold on the right. Drainage fixtures must have a trap to ensure sanitary gases will not enter the dwelling. Garden Hose connections must have a back flow device (i.e. vacuum breaker). Hot water tanks shall be installed per Code including a Temperature & Pressure Relief Valve, safe gas lines, flue vent, and combustion air. An overflow pan and expansion tank are required for any replace water heater.	<input type="checkbox"/>	
13	Electrical and Gas Systems	No permanent use of extension cords for any reason. Electrical panels must be in general good condition. All circuits are to be accessible and clearly labeled indicating the device or area served. Ground Fault Circuit Interruption (GFCI) should comply with the year the residence was built. Remodeled homes shall have GFCI's installed on all kitchen countertop outlets, in bathrooms, within 6 feet of any sink, as well as in garage and outdoor outlets. A review by a certified electrician or gas fitter may be required if renovation works have been completed without permits. For further information related to electrical and gas systems, please contact the Technical Safety BC at 1-866-566-7233.	<input type="checkbox"/>	
14	Hot Tub	Hot tubs must have a lockable cover. Hot tubs located on decks and balconies impose a significant load on structural elements and may be required to be verified by a structural engineer. Also, tubs located near a balcony edge (guard) may require additional protection to prevent falling.	<input type="checkbox"/>	
15	Pool	Swimming pool area must be surrounded by a minimum 1.2m (4') fence with self-closing latching gates. Electrical or gas connections shall be completed by a certified electrician.	<input type="checkbox"/>	

This guide is provided for convenience and should not be considered a replacement for reviewing bylaws.