

## Business Licence – Community Care/Child Care Facility

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

- Check all that apply:
- Community Care Facility
  - Child Care Facility
  - 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

**Sq. Ft. Total of Residence** \_\_\_\_\_ **Sq. Ft. Total of Business Use** \_\_\_\_\_

**Are the children/clients ambulatory?**  Yes  No **How many children/clients will attend?** \_\_\_\_\_

**How many children are 30 months and older?** \_\_\_\_\_ **How many under 30 months?** \_\_\_\_\_

**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	
<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
- 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.
  - Location and dimensions of all buildings.
  - Location and dimensions of driveway.
  - Location and dimensions of all parking locations to meet 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
- Island Health Authority Permit

## 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 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.**

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Applicant's Signature

Date