

Business Licence – Commercial

PLEASE NOTE: Only complete applications will be accepted

Check all that apply:

Commercial - Small

Commercial - Large

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)*

Name: _____

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

Mailing Address: _____

City Province Postal Code

Government Photo ID provided Yes No

Residential Address on Identification _____

Description of Proposed Business *(attach a separate page if necessary)*

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

Business Name: _____ **Limited Company Name:** _____

Business Phone: _____ **Business Email:** _____

Business Address: _____

Sooke British Columbia

City Province Postal Code

Business Website: _____

Zoning _____ **CRA Business Number (If applicable)** _____

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

Detailed Nature of Business (Services being offered)

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	
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.

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 District of Sooke Bylaw Fees and Charges Bylaw No. 752 , 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"> <input type="checkbox"/> Civic address of subject property. <input type="checkbox"/> Drawn with a ruler, to scale not required. <input type="checkbox"/> Location and dimensions of all buildings. <input type="checkbox"/> Location and dimensions of driveway. <input type="checkbox"/> Location and dimensions of all parking locations to meet zoning requirements.
<input type="checkbox"/>	Floor Plan	<input checked="" type="checkbox"/> Floor Plan <ul style="list-style-type: none"> <input type="checkbox"/> Civic address of subject property. <input type="checkbox"/> Drawn with a ruler, to scale not required <input type="checkbox"/> Dimensions and uses of all areas and rooms of the building. <input type="checkbox"/> Business space is clearly identified on the plan
<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"> <input type="checkbox"/> Address of Property <input type="checkbox"/> Location of fire exits <input type="checkbox"/> Location of window exits that must comply with the size requirements set by the BC Building Code. <input type="checkbox"/> Exit paths and alternate exit paths for each room and area of the unit <input type="checkbox"/> Designated meeting point <input type="checkbox"/> Fire extinguisher locations <input type="checkbox"/> Fire alarm locations <input type="checkbox"/> Smoke/carbon monoxide locations <input type="checkbox"/> Electrical panel locations <input type="checkbox"/> Emergency contact number (911)
<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

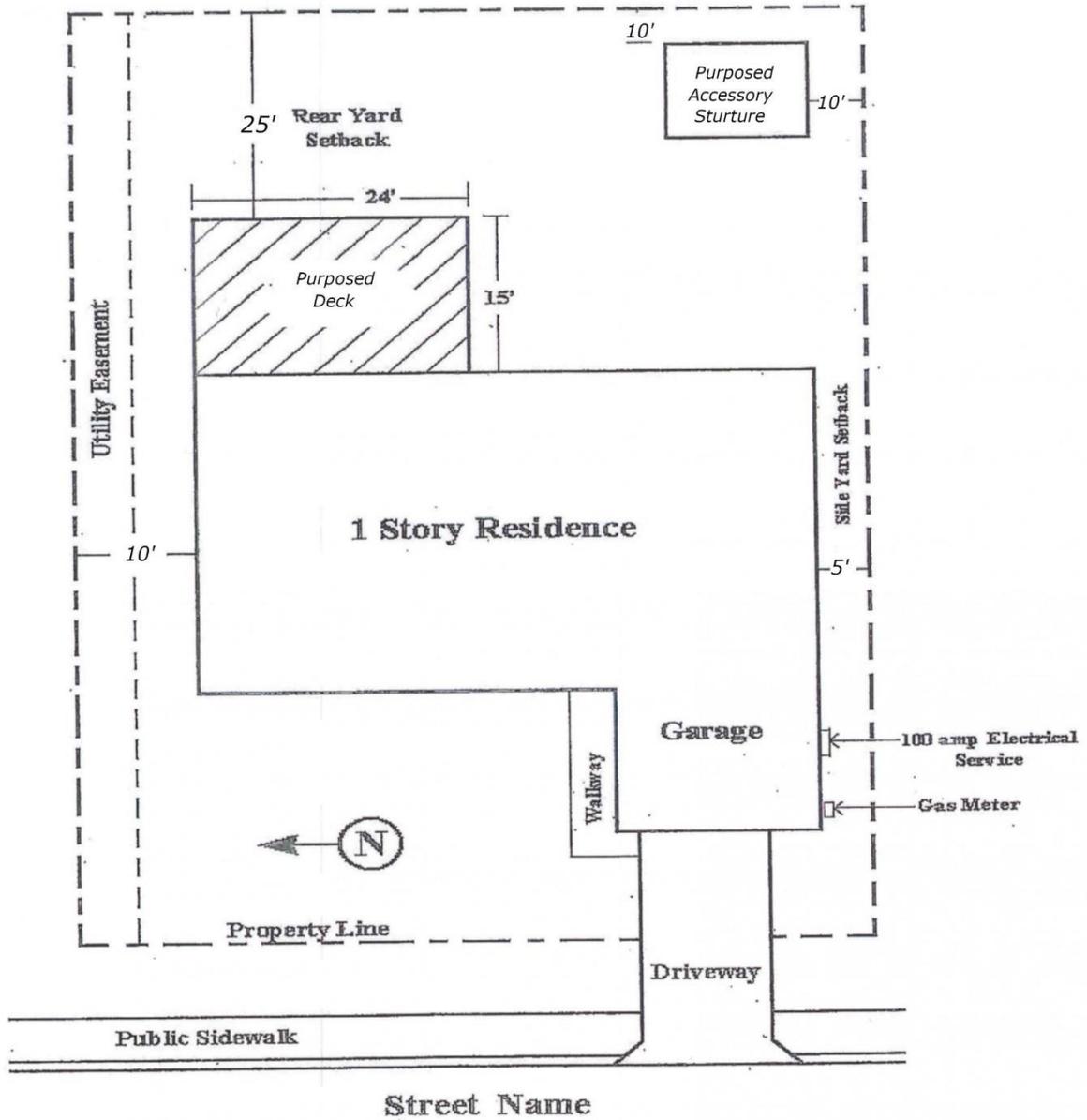
- Businesses that require signage must apply for a [Sign Permit](#) with the Planning Department. For information regarding sign types, sizes, etc., see the District of Sooke's [Sign Regulation Bylaw No. 480, 2011](#).
- All business licences are issued in conformance with the District of Sooke's [Business 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.

Applicant's Signature

Date

Sample Site Plan

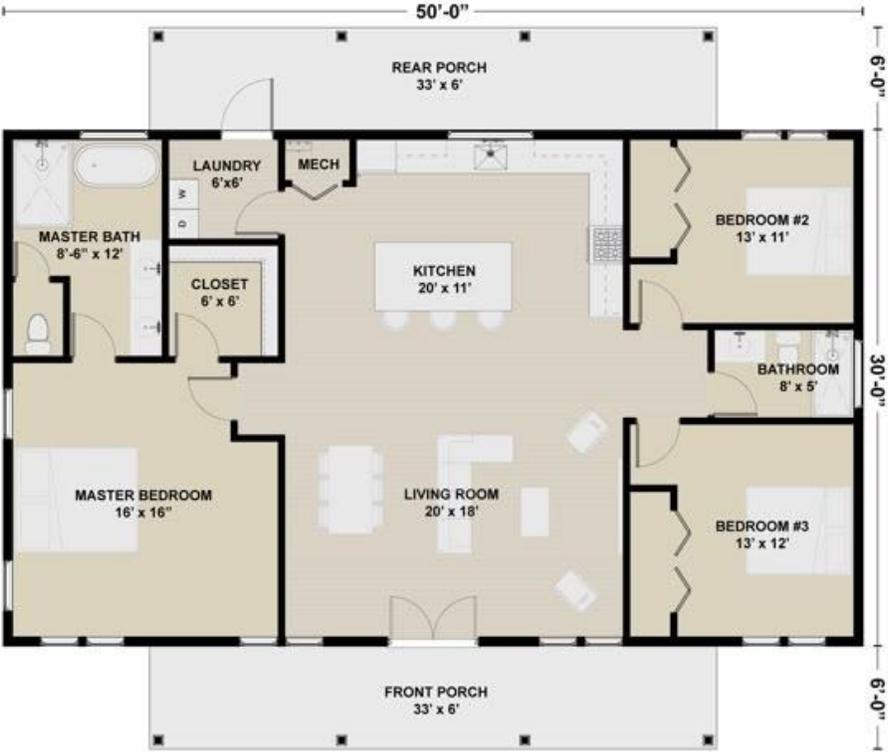


Sample Floor Plan

Include:

Business Name

Address



GROUND FLOOR PLAN

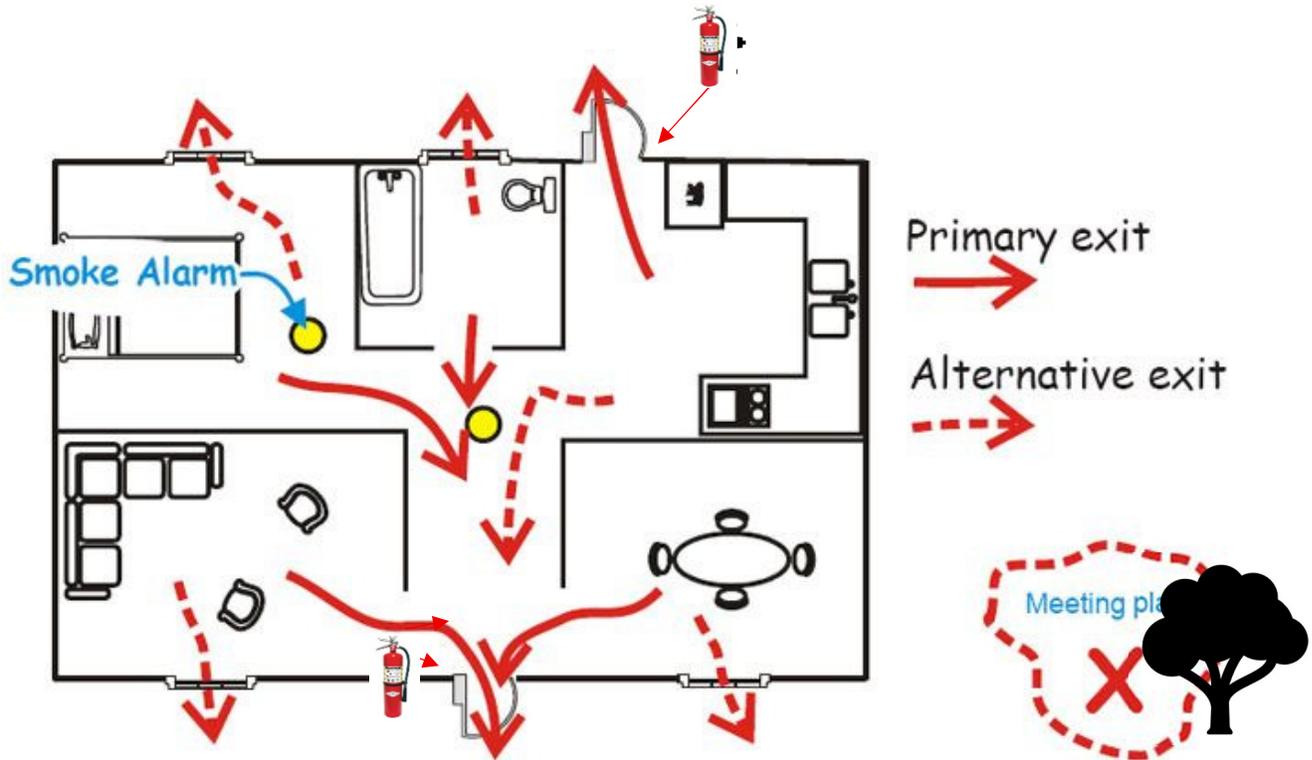
1500SF

#BB-HP110

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FIRE SAFETY PLAN



In an EMERGENCY, CALL 911

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