



GENERAL

Business Licence Department
info@sooke.ca
250-642-1634

BUSINESS LICENCE APPLICATION

This application is submitted for the following:

Account No. _____

Staff member initial _____

- ☐ New Business
☐ Change of Name

- ☐ Change of Ownership
☐ Change of Address

Type of Business: (indicate one)

	Fee
☐ Home-Based	\$50.00
☐ Intermunicipal	\$100.00
☐ Commercial – Small (less than 464.5 sq. m./ 5,000 sq. ft.) or less of premise; includes land	\$125.00
☐ Commercial – Large (more than 464.5 sq.m./5,000 sq. ft.) or less of premise; includes land	\$250.00
☐ Inter-Community	\$170.00
☐ Non-Resident	\$100.00

Business Name: _____

Nature of Business: _____

Owner(s) Licencee(s) Name(s) _____

Ownership Type (check one): ☐ proprietorship ☐ corporation # _____ ☐ partnership

Owner / Licencee Address: _____

Contact Person: _____ Cell: _____ Email: _____

Business Mailing Address: _____

Business Location (if different than above) _____

Business Phone No. _____ Fax _____ Email _____

Business Start Date: _____ Trade Qualification Number _____

REQUIRED INFORMATION

Are you renovating/altering the premise? Yes ___ No ___ Building Permit No. _____

Building Owner ☐ Tenant* ☐ *Owner's Authorization required Will clients visit your residence? Yes ___ No ___
Short-Term Rentals – see over

Have you read the Home-Based Regulations? (Schedule A) Initial _____

Will you be installing a sign? (Sign Permit application required) Yes ___ No ___

☐ Floor Plan submitted ☐ Lot Plan submitted ☐ Health Authority Permit (VIHA)

The undersigned owner/authorized agent of the owner makes an application as specified herein and declares that the information submitted in support of the application is true and correct in all respects.

Applicant Signature

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.

SUPPLEMENTAL INFORMATION

IMPORTANT!

HOME-BASED BUSINESSES

All Home-Based Businesses applicants must read the Home-Based Business Licence Regulations (Schedule A) and agree to follow the conditions.

If you indicate, at the time of application, that you are not having clients visit your premises 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 be issued to you.

- **Short Term Rentals:** By signing below, you swear that you are a resident of the premise that is used for the Short-Term Rental. If the District of Sooke discovers that you are NOT a resident on the premise, you will be issued a fine and your Licence will be cancelled.

Name: _____ Signature: _____

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 Trucks 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 an Air 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.**