

Business Licence – Home-Based Business

PLEASE NOTE: Only complete applications will be accepted.

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

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

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

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

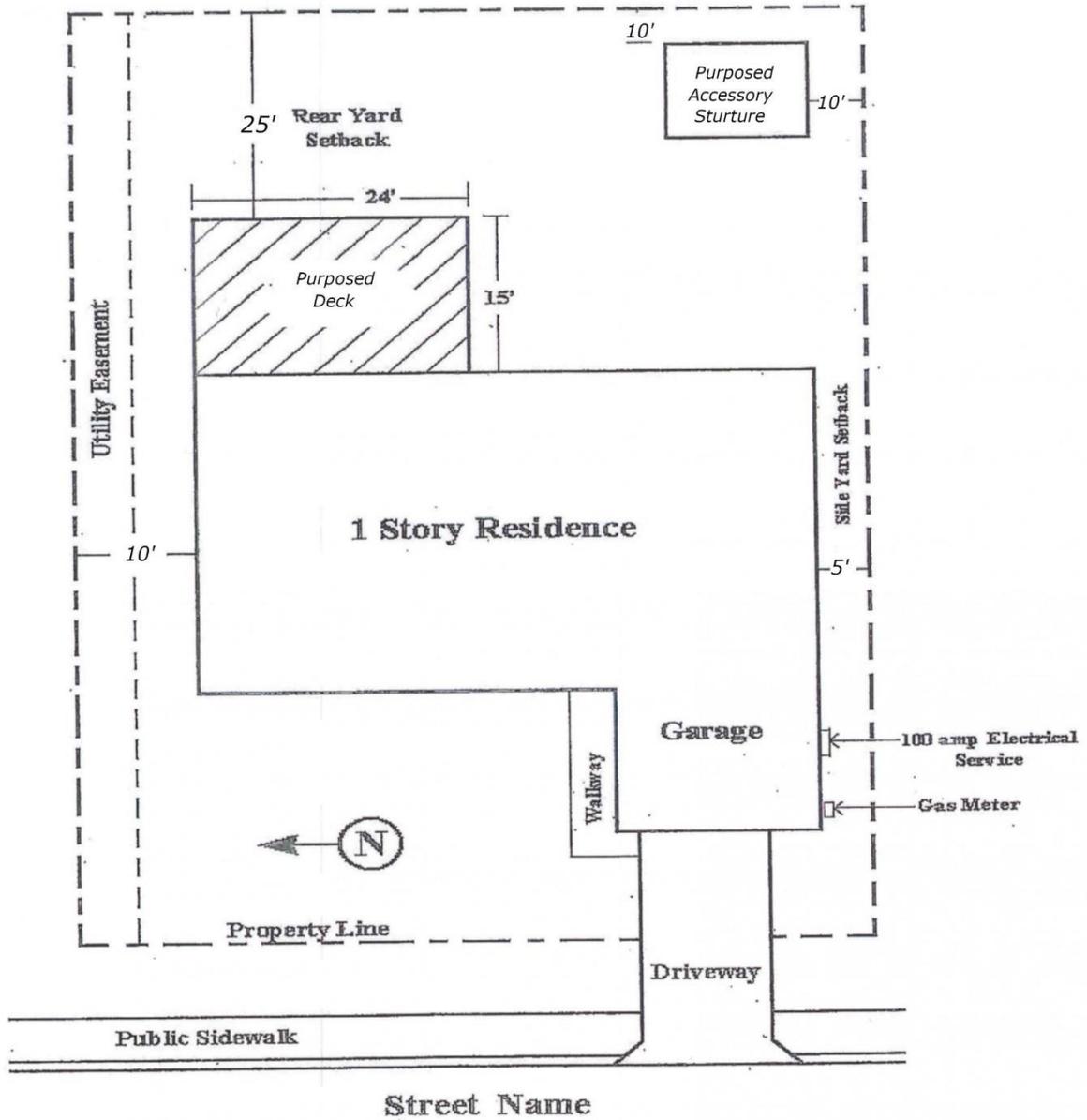
| | | | |
|-----------------------|--|---------------------------|--|
| Inspector Name | | Date of Inspection | |
| Email: | | Acct # | |

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:

Sample Site Plan

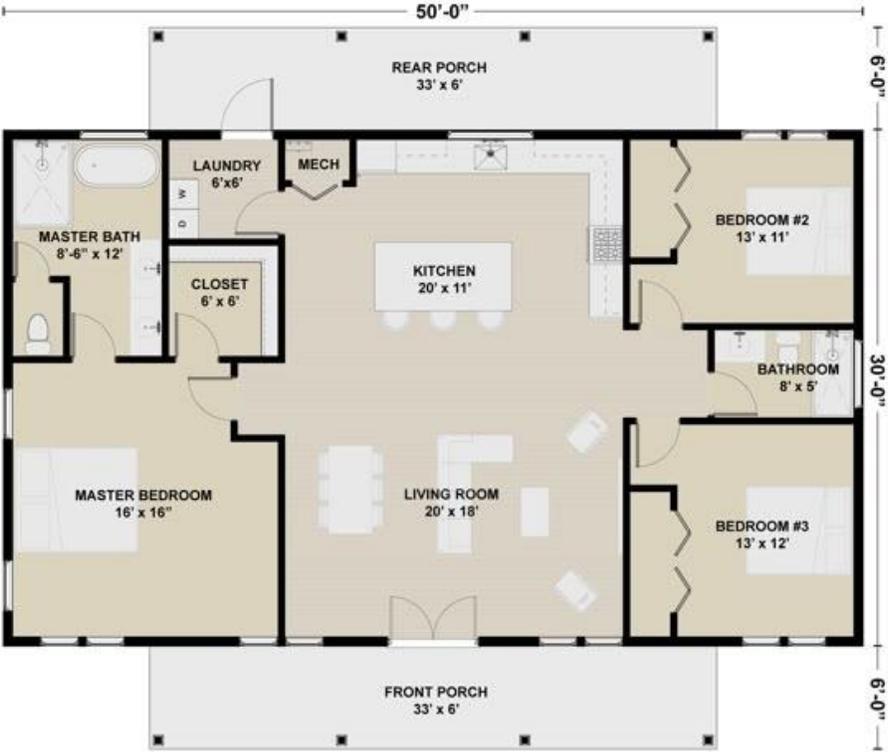


Sample Floor Plan

Include:

Business Name

Address



GROUND FLOOR PLAN

1500SF

#BB-HP110

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build blueprint

