



BUSINESS LICENCE APPLICATION FORM

2205 Otter Point Road, Sooke, British Columbia, Canada V9Z 1J2
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Application Date: _____ **Business Start Date:** _____
Application for: _____ **Ownership Type:** _____
Incorporation #: _____ **Trade Qualification #:** _____

Business Information			
Business Name:			
Location of Business:			
Owner/Licencee Name(s):			
Address:			
Phone Number:		Cell/Other:	
Email Address:			
Description of Business:			
Building Owner		or Tenant	
* If Tenant owner's authorization is needed.			

Types of Business and Fees			
Home Based	\$50	Commercial (under 464.5 sq m)	\$125
Inter-municipal	\$100	Commercial (over 464 sq m)	\$250
Non-Resident	\$100		

Required Information	
Have you read the Home Based Business Regulations? (Page 2)	
Are you renovating, changing or altering the building (including plumbing)?	
Will you be installing a sign?	
Floor Plan	Health Authority Approval

Business Licenses are public records and are available for inspection on request at the District of Sooke municipal hall. Personal information you provide on this application form is collected under the authority of the *Community Charter* and the *Business Licence Bylaw*. Your business name and contact information (business address and telephone number) may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection and release of your personal information may be referred to the Corporate Officer.

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.

Applicants Signature

Date

Home Based Business Regulations

For guidelines regarding home based business, please see **Bylaw 600, Sooke Zoning Bylaw, 2013** (available on the District of Sooke Website). Unofficial excerpt:

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 a *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 and incidental 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 use* shall be conducted entirely within a *dwelling* unit or within 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:
 - i. One non-illuminated sign per *lot* shall be permitted and shall not exceed 0.4 m² in sign area;
 - 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 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;

FOR OFFICE USE ONLY:	Approval	Comments	Date
License Inspector:			
Building Inspector:			
Planning:			
Fire Department:			