

Sign Bylaw Regulations

The intention of the District of Sooke's *Sign Regulation Bylaw* is to:

- Regulate fairly the issuance of sign permits;
- Encourage the effective use of signs to identify businesses and services;
- Regulate the construction, placement, repair and removal of signs; and
- Protect the public from the dangers of inferior sign construction and hazards arising from improperly maintained or sited signs.

Application Requirements

If not exempted under the bylaw, an applicant for a sign permit must submit the following:

A completed application form contains:

- A. A signature of the property owner or an *Owner's Authorization Form*, if the applicant is not the owner;
- B. the civic address of the building on which the sign is to be erected;
- C. two sets of site plans showing
 - i. location of buildings and structures
 - ii. location and dimensions of sign
 - iii. overall height of the sign
 - iv. type of illumination and colours used
 - v. type of construction and materials
 - vi. method of attachment to the building.
 - vii. Applicable permit fees.

Some exemptions of the Sign Bylaw include:

- Signs located inside a building and not intended to be viewed from outside
- Window signs located on the same premises as the business to which attention is directed
- Bus shelter signs and bench signs authorized by the District of Sooke
- Election signs provided they are removed within three days after the election
- Flags of Canada or other country, Province or Territory (conditions exist)
- Directional signs during the hours of an open house
- Heritage designation plaques

For a complete list of exemptions, please review the Sign Bylaw on our website.

Important Contact Information

Sooke Region Chamber of Commerce (250) 642-6112
Island Health (250) 519-3401
Sooke Fire Department (250) 642-5422

Municipalities under Intermunicipal Licensing Agreement

Central Saanich	(250) 652-4444
Colwood	(250) 478-5999
Esquimalt	(250) 414-7100
Highlands	(250) 474-1773
Langford	(250) 474-6692
Metchosin	(250) 474-3196
North Saanich	(250) 656-5470
Oak Bay	(250) 598-2402
Saanich	(250) 475-5401
Sidney	(250) 656-1184
Victoria	(250) 385-0215
View Royal	(250) 479-6800



Business Licence Inspector
2205 Otter Point Road
Sooke, BC V9Z 0W4

Phone: 250-642-1634
E-mail: info@sooke.ca

New Business Information Package

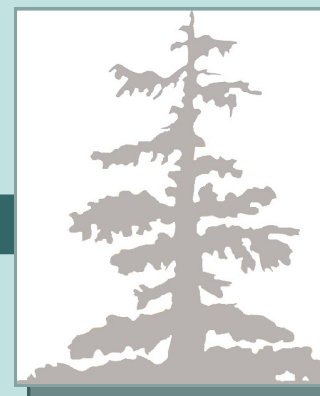
Office Hours
Monday–Friday
8:30–4:30

New Business Information Package

The District of Sooke is pleased to offer you information that may be helpful in the start-up of your new business.

The information you will find on the subsequent pages will provide business licence and sign regulation information, as well as a section on common questions and their answers.

We hope you find the information useful.



District of Sooke

Tel: (250) 642-1634

Spring 2016

Business Licence Information

The *Community Charter* authorizes the District of Sooke Council to regulate matters pertaining to business. The District's *Business Licence Bylaw* regulates Business Licence fees, categories of Business Licences, the period of time a licence is valid, and the penalties for not obtaining a valid Business Licence.

Application Process

Step 1 - Application

When a Business Licence application is made, accompanied by the applicable fee as per the *Business Licence Bylaw*, it is referred to various departments within the municipal hall. The first to review the application is the Business Licence Inspector who ensures the application is complete and the correct category is noted (i.e. intermunicipal, home-based, etc.). At this stage it is also determined if a referral is required to any outside agencies. (i.e. Island Health)

Step 2 - Referral

The application is then forwarded to the Planning Department where it is determined if the category of business applied for is permitted in the zone the potential business will be located.

Next on the list of departments is the Building and Fire Departments. If renovations or modifications have been made to the building that houses the business, a Building Inspector would determine if Building Permits are required and conduct the appropriate inspections.

The Fire Department may send an Inspector to the business to ensure the building is safe for the business owner and any public that may enter the building. They look for issues such as fire extinguishers, smoke alarms, hazardous materials, etc.

Step 3 – Issue Licence

Once the Planning, Building and Fire Departments have approved the Business Licence application, the Business Licence Inspector completes a final review to ensure there is compliance with all Municipal bylaws. Having no remaining outstanding issues, the Business Licence is issued and mailed to the applicant. Business licences are valid from January 1 to December 31 and must be renewed annually.

The Business Licence must be displayed in a prominent location within the business. For intermunicipal business licences it is suggested that photo copies of the Business Licence be in each of the vehicles associated with that business.

Additional Information

Business Licence Bylaw

You can view the entire *Business Licence Bylaw* at www.sooke.ca by choosing the "Documents" drop down menu and clicking "Bylaws".

Application Form

A *Business Licence* application form can be obtained at the District of Sooke municipal hall or you can apply online by visiting BizPal at <http://bizpal.ca>. Your licence fee can be mailed or brought to the municipal office.

Business Licence Category

For assistance in determining the type of licence required, please see the *Business Licence Policy* at www.sooke.ca. For Example, farms that sell their products require a Home-Based Business Licence.

Home-Based Businesses

Home-Based Business regulations are found in the *Sooke Zoning Bylaw* which can be found at www.sooke.ca

Frequently Asked Questions

How long will it take until I have my Business Licence?

It depends on a few factors. If you are altering the premises, the Business Licence cannot be issued until the Building Inspection process is complete. As long as the zoning for your business is appropriate, the process may take 2 to 4 weeks.

Is there anything I can do while I wait for my Business Licence to be approved?

You can make application for your Sign Permit while you are waiting, and once you have your permit you can have your sign(s) made. You can also call the Business Licence Inspector to see if you can Operate your business prior to receiving your Business Licence.

How will I know if there are problems with the approval of my Business Licence?

If any issues arise that are of concern to any department reviewing your Business application, either the departmental staff person or the Business Licence Inspector will call to discuss the concern. Most times the concern can be resolved and a licence subsequently issued.

I have registered my business with the Corporate Registry at Land Titles office. Why do I require a District of Sooke Business Licence?

Registering your Business Name ensures someone with a similar business cannot have the same name. The Corporate Registry is not a Municipal Business Licence. You are still required to have a Municipal Business Licence in order to actually conduct your business in the District of Sooke.