



TOWN OF VIEW ROYAL

Licensing Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Phone: (250) 479-6800 Fax: (250) 727-9551

E-mail: businesslicences@viewroyal.ca

Business License Application

Date received: _____

- ☐ **New Business Application** **Business Start Date:** _____
- ☐ **Change of Address** Current Address: _____
- ☐ **Change of Ownership** Previous Owners: _____
- ☐ **Change of Name** Current Name: _____

LICENCE INFORMATION:

Business Name: _____

Nature of Business: _____

Hours of Operation: _____

Owner(s) / Licensee(s): _____

Contact person: _____ Phone: _____

Business Location (include postal code) _____

Mailing Address (if different from above) _____

Business Phone: _____ Cell: _____ Email: _____

____ Commercial Location ____ Residential Location Are there any other business licences at this location? **N Y**

TYPE OF BUSINESS: ____ Home Occupation LVL1 LVL2 LVL3 ____ Home Crafts

____ Commercial less than 465 sq metres ____ Liquor Store ____ Intermunicipal

____ Commercial more than 465 sq meters ____ Daily / Event ____ Intercommunity

____ Apartments ____ Non-resident ____ Non-Profit ____ Drug Paraphernalia Sales

Trade Qualification Number: _____ Total Square Footage: _____

Please list the number of each that apply:

Employees (not including yourself) : _____ Vehicles used for Business _____ Gross Weight _____

Are you renovating premises?: **Y N**
(* if yes, a Building Permit may be required)

Are you installing a sign? **Y N**
(* if yes, a Sign Permit will be required)

I hereby make application for a Business Licence in accordance with the above particulars and agree to comply with the provisions of the Business Licence and Regulation Bylaw No. 952, 2016 as amended from time to time.

The personal information collected on this form will be used for this Business Licence Application. The personal information collected on this form is collected under the authority of the *Community Charter* and the Business Licence and Regulation Bylaw No. 952, 2016. Any questions should be addressed to the Business Licence Inspector.

Please be advised that all Business contact information including name, phone number and address are public information and are made available by the Town. Owner information is private and will be protected as per FOIPA.

Signature of Applicant: _____ Date : _____

Application Checklist

- ☐ **Completed Application Form**
- ☐ **Parking Plan** (Level 2 or Level 3 Home Occupation Applications)
- ☐ **Letter of Authorization** (Required if you are not the property owner of a residential location)
- ☐ **Sign Permit Application** (Required if installing a sign)
- ☐ **Proof of Insurance** (Required for Daily or Event license applications)
- ☐ **Application Fee** (Required at time of application)

Fee Schedule

Classifications

Fees

1. Home Crafts*	\$ 50.00
2. Home Occupation	\$100.00
3. Non-Resident	\$ 100.00
4. Commercial – small – less than 464 Sq. Meters (5,000 Sq. ft.)	\$ 100.00
5. Commercial – large – 465 sq. Meters (5,000 Sq. ft.) and larger	\$ 200.00
5. Apartments – fee per apartment unit	\$ 15.00
7. Pub	\$ 500.00
8. Liquor Sales	\$ 300.00
10. Drug Paraphernalia Sales	\$ 2000.00
11. Daily	\$25.00/day
12. Inter-municipal License	\$100.00
13. Inter-community License	\$170.00

*Bylaw No. 952, 2016 defines home crafts as “articles made by hand such as jewelry, dolls, woodcrafts, stuffed animals, holiday art, toys, greeting cards, candles, soap, flower arranging, clothing and fabric art.