



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC V9B 1A6

Phone: (250) 479-6800

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): _____

Business Contact: _____ Ph: _____ Email: _____

Business Location (incl postal code) _____

Mailing Address (if different from above) _____

Total floor area (ft²): _____ Trade Qualification # (where applicable): _____

Are there any other business licences at this location? **N Y**

LICENCES REQUIRED (Check all that apply)	Commercial Small (465m ² or less)		Non-Resident		Liquor Store	
	Commercial Large (over 465m ²)		Non-Profit		Pub	
	Apartments		Intermunicipal (Greater Victoria)		Cannabis Sales	
	Bed & Breakfast		Intercommunity (Van. Island)		Drug Paraphernalia	
	Home-Based Business		Level 1	Level 2	Level 3	

Please list the number of each that apply:

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

Are you renovating premises?: **Y N** Are you installing a sign? **Y N** Secondary Suite at this location? **Y N**
 (* if yes, a Building Permit may be required) (* if yes, a Sign Permit will be required) (* if yes, a Parking Plan will be required)

STORM WATER DISCHARGE REGISTRATION: Certain business classifications are subject to a Code of Practice in accordance with the Storm Water Regulation Bylaw No. 902.

- Check all that apply: Automotive operation (e.g. vehicles sales, repair, fueling, carwash)
 Outdoor storage yard (e.g. storage outside of an enclosed building)

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** (Required if there is a Secondary Suite, OR you are applying for a Level 2 or Level 3 Home Occupation)
- 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

<u>Classifications</u>	<u>Fees</u>
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.