

**District of Sechelt**

2nd Floor 5797 Cowrie St PO Box 129
 Sechelt, BC V0N 3A0
 Telephone: (604) 885-1986 Fax: (604) 885-7591
 info@sechelt.ca

**BUSINESS LICENCE
 APPLICATION**
 PURSUANT TO BUSINESS LICENCE
 BYLAW NO. 520

TYPE OF APPLICATION

- | | |
|--|---|
| <input type="checkbox"/> New Business InterCommunity Licence | <input type="checkbox"/> Change of Ownership |
| <input type="checkbox"/> New Business | <input type="checkbox"/> Change of Business Use |
| <input type="checkbox"/> Change of Business Location | <input type="checkbox"/> Change of Name |

BUSINESS LICENCE NUMBER

(OFFICE USE ONLY)

BUSINESS INFORMATION

Name of Business: _____

Nature of Business: _____

Business Location (Civic): _____ City: _____ Province: _____ Postal Code: _____

Mailing Address: _____ City: _____ Province: _____ Postal Code: _____

Business Phone: _____ Business Fax: _____ Email: _____

Business Start Date: _____ Number of Employees: _____

Organization Type (check all the apply) Corporation #: _____

Sole Proprietors Name: _____

Partnership Name(s): _____

Limited/Incorporated Company Name: _____

Limited Incorporated Company Doing Business as Name: _____

OWNER INFORMATION

Business Owner Name: _____

Address: _____ City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Cell Phone: _____ Email: _____

BUSINESS PREMISE INFORMATION

The District of Sechelt requires consent from the property owner or property manager acknowledging they are aware and agree with the intent of the applicant to operate a business on their property. The Business Licence application cannot be processed without the property owners or property managers' consent.

Own the premises where the business will be operating

Rent/Lease the premises where the business will be operating (If yes property owner/manager must fill out section below)

I hereby give permission to the applicant to operate the described business at the above address.

Owner/Property Manager Signature: _____ Date: _____

Property Owners Name: _____ Phone Number: _____ Email: _____

Property Owners Address: _____ City: _____ Province: _____ Postal Code: _____

BUILDING REQUIREMENTS

(check all that apply)

Will clients and customers enter the premises to conduct business (If Yes a Building Inspection will be required)

Are you renovating or altering the premises? If Yes a Building Permit may be required.

Please contact our Building Department in person at 2nd Floor 5797 Cowrie St or call 604-885-1986

Number of parking spaces provided for customers

Number of spaces provided for employees

Is a Health Permit or Approval required to operate your business (If Yes submit a Health Operating Permit or Health Approval with your Business Licence Application)

A health Permit or Approval is required for numerous businesses. Please visit Vancouver Coastal Health website for further information at www.vch.ca or contact Vancouver Coastal Health, Sechelt Office 5571 Inlet Ave or call 604 885-5164

HEALTH OPERATING PERMITS ARE NOT TRANSFERABLE

FIRE REGULATIONS

All businesses with customers or clients in the District of Sechelt are subject to an ANNUAL fire inspection by the Sechelt Fire Department. The Building owner or authorized agent is responsible for carrying out the provisions of the BC Fire Code. To find out when the last Fire Inspection was conducted on the business premises or to request a Fire Inspection, please contact the Sechelt Volunteer Fire Department phone: 604 885-7017 or visit www.secheltfiredepartment.ca

Information collected in this Business Licence Application may be shared with the Sechelt Fire Department.

SIGN PERMIT REQUIREMENTS

(check all that apply)

A sign permit is required for my business. I will have a sign at my business and attached is my completed sign permit application and fee of \$50.00 for each, fixed permanent signs with a sign area of up to 3 square meters.

A sign permit is required for my business. I will have a sign at my business and attached is my completed sign permit application and \$100.00 for each fixed permanent signs with a sign area exceeding 3 square meters.

I have reviewed Sign Bylaw # 456, 2006 and a sign permit is not required for my business.

This application will not be processed **without the application fee**. Application must be completed in full. For information, or assistance completing this form, please contact District of Sechelt Finance Department 604-885-1986. Your application is to be completed electronically, printed, signed and forwarded or dropped off to the above address. Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested. All information gathered on the business licence application form is collected for the purpose of issuance of a business licence and is managed in accordance with the Freedom of Information and Protection of Privacy Act. Business Licences are public records and are available for inspection on request at the District of Sechelt Municipal Hall. The District of Sechelt also makes business licence information available in various additional publications on the District website and/or in hardcopy format. If you **do not wish** your business information to be made available in any additional publications, **a request in writing to decline publication** must be received by the Licence Inspector.

Refer to attached Schedule A for a list of categories and fees.

I/We hereby make application for a Business Licence in accordance with the above-stated information and declare that the statements are true and correct. I agree, if granted a licence, to comply with all relevant District of Sechelt bylaws.

Name of Applicant: _____ Relationship to Business: _____ Phone: _____

Address of Applicant: _____ City: _____ Province: _____ Postal Code: _____

Signature of Applicant: _____ Date: _____

Schedule A

1. Basic Business Categories

The fee for a business licence for a business in any one of the following classifications shall be \$125.00 (One Hundred and Twenty-Five Dollars) unless otherwise specified in this bylaw:

Accountant	Delicatessen
Advertising agency	Denturist
Aircraft maintenance	Dentist
Airline (Regular or Charter)	Denture clinic
Animal grooming	Direct and Door-to-Door Sales or Peddler
Animal training	Diving (Scuba) - Commercial, inspection, instruction
Apartment complex	Doctor or Medical Specialist
Appraiser - Real Estate	Dog, cat, horse or pony show (per day) Dressmaker
Architect	Driving School
Artist, Art dealer or crafts shop	Drycleaner
Auctioneer	Electrolysis
Auto body repair shop	Employment agency
Automobile dealer/Auto sales (new and used)	Engineer - Professional
Automobile garage or service station or mechanic	Escort service
Automobile wrecker	Exhibition Hall or Ice Rink
Automobile rentals	Fitness Clinic
Automotive parts supplier	Fitness instruction/Fitness centre
Bank, Credit Union, Loan Company, Mortgage Broker or Stock Broker	Flight school or training
Baker	Florist
Barber	Food, Fish or Meat processing or canning
Barrister and Solicitor	Fuel Dealer, Bulk Oil Station
Beauty Parlour	Garage door sales/installation
Bed and Breakfast Accommodation	Garbage contractor
Billiard or Pool Room	Golf Course/driving range
Boat Builder	Graphic design/desktop publishing
Boat Charters or Boat Rentals	Hairdresser
Boat Sales	Healer or Herbalist
Body art - piercing/tattooing	Homecare
Bookkeeper	Hotel or Motel
Building supply	House trailer or camper sales or rentals
Bus service	Insurance agency
Camp site or tenting ground	Industrial space rental
Caregiver	Janitor or Housecleaner
Carpet or rug cleaning service Car Wash/detailing	Jeweler
Caterer	Kennel (breeder)
Chimney service or chimney sweep	Laboratory
Chiropractor	Land development/management
Christmas tree sales	Land Surveyor
Cinema, theatre, movie theatre, drive-In theatre or theatre operator	Landscaper or Gardener
Cold storage plant	Laundry/Laundromat
Collection agent	Liquor/beer/wine
Commercial space rental	Logging services/forestry
Computer sales	Lottery booth
Computer repair/servicing	Mail Order
Concert Hall, Meeting Hall, Dance Hall or Cabaret	Manufacturer
Concrete plant	Marina
Concrete redimix	Martial arts training
Consignment store	Massage therapist
Consulting	Mini-Storage
Contracting	Mobile home park
Counselling service	Mobile vendor
Courier or Delivery Service	Mortician or Funeral Parlour
Crafts Fair	Moving and Storage or Warehouse or
Craftsperson	Music teacher
Dance School	Naturopath/herbalist
Daycare	Notary Public
Decorator	

Nursery
Off track betting
Opera House Theatre or Movie Theatre
Optometrist or Ophthalmologist
Parking Lot
Pawn Broker or Second-Hand Dealer
Pharmacist Photographer Physiotherapist
Printer or Publisher
Printing
(Reproduction or Photographic Development or Job Printer or Newspaper)
Private Hospital
Professional Engineer
Psychiatrist
Pub (Public House, Lounge, Bar or Tavern)
Real Estate agency
Recreational Vehicle Park or
Trailer Court
Registered Massage Therapist
Rental of tools, machinery and
equipment
Real Estate agency
Recycling
Repair services (including Shoemaker) Restaurant, Dining Lounge, Cafe or
Cafeteria Retail sales of any kind (not otherwise specified)

Sand or gravel extraction including delivery
School - Commercial or Private
Scrap dealer
Seamstress, Tailor, Clothing Alterations or Dressmaker
Secretarial Services/ Stenographer/ Word
Processor
Security service
Septic tank service
Shopping Centre management
Signs
Spa, esthetician
Supply and installation
Tailor
Tanning salon
Taxi or limousine service
Tour guide
Towing company
Travel agency
Trucking business (Transport)
Upholsterer
Utility company office
Vending machines
Veterinarian clinic
Veterinarian hospital
Video (Video machine rentals and sales or video rentals and
sales or order)
Weight loss clinic Welder or Blacksmith Wholesale Supplier
Page

2. Businesses Not Named

The fee for a business licence in a classification not specifically listed in this bylaw shall be \$125.00 and shall be deemed to be a business in the Basic Business Category.

3. Multiple Businesses

For a single business that provides goods or services in two or more of the classifications under the Basic Category or classifications in that Category together with one or more other classifications the fee shall be 40% more than the fee for the Basic Business Category (\$50.00 more).

4. Circus, Carnival, Fair, Etc.

The fee for a circus, carnival, amusement fair, itinerant show shall be \$300.00 per day.

5. Exhibitions

The fee for an exhibition event, mall display or trade show shall be \$200.00 per day.

6. Transfer of Location

The administration fee for transferring the location of the business under Subsection 5(3) shall be \$20.00.

Business Licence Application fees are pro-rated after July 31

The Application fee for a business in one classification shall be \$62.50

The Application fee for a business in two or more classifications shall be \$87.50