

BUSINESS LICENCE APPLICATION

Businesses operating within the District of Oak Bay are required to hold a valid business licence. The information requested in this application is necessary to fully evaluate your request for a business licence. Completion of this form does not guarantee approval of a business licence. Licence fees apply to a calendar year January 1 to December 31.

LICENCEE INFORMATION (person or company the licence will be issued to)		
Last Name:	_____	First Name: _____
Company:	_____	
Address:	_____	
City:	Province: _____	Postal Code: _____
Business Phone:	Cell: _____	Alternate Phone: _____
Email Address:	_____	

TRADE NAME (operating name and mailing address of the business)		
Company:	_____	
Mailing Address:	_____	
City:	Province: _____	Postal Code: _____
Business Phone:	Cell: _____	#2 Phone: _____
Email Address:	_____	

EMERGENCY CONTACT ((REQUIRED) this information is provided to the Fire Department)		
Last Name:	_____	First Name: _____
Contact Phone:	_____	Cell: _____
Email:	_____	

BUSINESS INFORMATION (type and nature of business)									
Commercial/Retail & Intermunicipal:	<input type="checkbox"/>	Non-Resident	<input type="checkbox"/>	Professional/Office:	<input type="checkbox"/>	Direct Seller:	<input type="checkbox"/>	Special Event:	<input type="checkbox"/>
Business Start Date:	Business Description:				_____				

COMMERCIAL BUSINESS PREMISE INFORMATION/REQUIREMENTS (Complete for commercial applications)			
No. of parking spaces provided to business		No. of seats (if restaurant)	n/a
Total floor area of business premises	sq ft	No. of rental units (if rental business)	n/a
Is the business also mobile?			
Floor plan attached (REQUIRED)		Number of marina slips (Marina only)	n/a

ADDITIONAL INFORMATION
<p>RENOVATING OR ALTERING COMMERCIAL PREMISES If the location of the commercial business will be renovated or altered to accommodate the proposed business activities, please consult with staff to determine if any permits are required (ie. a Building, Plumbing or Development Permit).</p>
<p>BUSINESS SIGNAGE FOR COMMERCIAL BUSINESS LOCATIONS The District has a Sign Bylaw that regulates sign types, dimensions, and the number of permitted signs. A sign permit must be obtained prior to installing or modifying an existing sign.</p>
<p>PERMITTED USES Prior to leasing a commercial space ensure that the proposed business/service is a permitted use as pertains to Oak Bay's Zoning Bylaw, No. 3531. The Zoning Bylaw can be found on the District website at: https://www.oakbay.ca/municipal-hall/bylaws. Please contact Planning staff at planning@oakbay.ca with any questions.</p>
<p>CERTIFICATION If your profession requires you to hold a certification, approval or qualification by a federal, provincial or local authority having jurisdiction over the proposed business please provide a copy with your application eg. Doctors, Physiotherapists, Dentists, Massage Therapists, Clinical Psychologists, etc.</p>
<p>CONTACT INFORMATION Completed application forms and inquiries can be forwarded via email to biz@oakbay.ca.</p>
ISLAND HEALTH APPROVALS

Application completed by:

Signature

Print Name

Date

By submitting the Business Licence Application, the above-named applicant hereby declares that all the above information is correct and that they will comply with the Bylaws and Regulations of the District of Oak Bay.