



BUSINESS LICENCE APPLICATION

Date	Licence Number (Office use only)	
Business Name	Email	
Address	City	Postal
<input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Suite	Business phone	Cell/Other Phone
Mailing Address (if different from above)	City	Postal
Corporate Name	Incorporation #	Trade Qualification #

Type of Business	Fee	Area (sq ft)	Number of Employees	Renovating/ Changing Premises	Installing Signage?
<input type="checkbox"/> Inter-municipal	Can be added at no additional charge to any of the options below				
<input type="checkbox"/> Commercial (over 5000 sq ft)*	\$200			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Commercial (under 5000 sq ft)*	\$100			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Home occupation Clients on site? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$100			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Day Care* # of children _____	\$100			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Temporary Licence	\$50	Location			
		Date	From	To	

Brief Description of Business	
Business Owner Name	Home/Cell Phone
Business Owner Home Address (if different from above)	Postal Code
PLEASE INDICATE WHAT INFORMATION YOU WOULD LIKE LISTED ON THE CITY OF LANGFORD WEBSITE BUSINESS DIRECTORY:	
<input type="checkbox"/> Company Name and Phone	<input type="checkbox"/> Website
<input type="checkbox"/> Company Address	<input type="checkbox"/> None

<p>*Requires Floor Plan</p> <p><input type="checkbox"/> Requested <input type="checkbox"/> Obtained</p>

SUPPLEMENTAL INFORMATION

- a) The general processing timeline for a Business Licence is two weeks, this depends on the applicant providing required information and paperwork and the workload of the departments involved in the Business Licence permitting process.
- b) Businesses requiring signage must apply for a Sign Development Permit with the planning department. For information on the types of signs and regulations, applicants are encouraged to refer to Bylaw No. 1250 (Sign Bylaw)
- c) Home occupation means an occupation, business or professional practice which is carried on in a dwelling unit for remuneration or financial gain, and which is clearly ancillary to the residential use of a dwelling unit, or to the residential use of a lot occupied by a dwelling unit, and where the proprietor is a resident of the dwelling unit. For further information regarding permitted uses, refer to Langford Bylaw No. 300 (Zoning Bylaw).
- d) The Inter-Municipal Licence applies to a variety of mobile trades (e.g. towing, catering etc.) and is honoured throughout Greater Victoria. Applicants must acquire an Inter-Municipal Licence from the municipality in which their business office is located, either a home or a commercial location.
- e) All business licences are issued in conformance with the City of Langford Business Licence and Business Regulation Bylaw No. 2016, 1997 as amended.

This information is being collected for the purpose of determining the applicant’s eligibility for a Business License in the City of Langford pursuant to its Bylaw(s). In providing this information, you (the applicant) have consented to its use for the above-described purpose and declare that all the information provide herein is correct. This information may be shared with applicable City of Langford departments and related agencies for the purpose of required inspections and approval of this license application. Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Langford. Licenses are effective in perpetuity, are non-transferable, and the licence fee(s) paid are non-refundable. **I understand I cannot commence business until such time as a business license has been approved.**

Applicant Signature	Date Signed
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