

## Business Licence Application

Submit completed form to [BusinessLicence@Langford.ca](mailto:BusinessLicence@Langford.ca)

### OFFICE USE ONLY

BL#: \_\_\_\_\_

Fee: \_\_\_\_\_

### BUSINESS INFORMATION *(\* required fields)*

\*Business Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

\*Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

\*Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Corporate Name: \_\_\_\_\_ Incorporation #: \_\_\_\_\_

Website: \_\_\_\_\_ Trade Qualification #: \_\_\_\_\_ Number of Years in Business: \_\_\_\_\_

### BUSINESS OWNER(S) INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Second Owner *(if applicable)*:

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_

### BUSINESS LICENCE TYPE

*(\*please check all that apply)*

☐ Commercial - Small (under 5,000 sq. ft.) Fee: \$100

☐ Commercial - Large (over 5,000 sq. ft.) Fee: \$200

☐ Home Occupation or Home Office Fee: \$100

☐ Daycare (also check Commercial or Home Occupation)

☐ Operating out of Secondary Suite

# of Children: \_\_\_\_\_

Clients on Site? ☐ Yes ☐ No

Island Health Licence ☐ Yes ☐ No

### Additional Designation(s)

☐ Intermunicipal (applicable within the 13 participating municipalities in Greater Victoria)

☐ Registered Non-profit Registration Number: \_\_\_\_\_

### NATURE OF BUSINESS *(description of business and activities conducted)*

**BUSINESS DETAILS** (\*all fields required)

Area (sq. ft.): \_\_\_\_\_ # of Employees (excluding owner): \_\_\_\_\_

☐ Floor Plan Provided (not required for home occupation with no clients on site)

☐ Parking Plan Provided (not required for home occupation with no clients or employees on site)

Installing Signage ☐ Yes ☐ No

(If YES, a sign development permit is required. You can find the sign permit application here [Sign Permit Application \(Langford.ca\)](https://www.langford.ca/sign-permit-application))

Security Alarm on Site ☐ Yes ☐ No

(If YES, your alarm must be registered. You can find the alarm registration form here [Alarm Registration \(Langford.ca\)](https://www.langford.ca/alarm-registration))

Renovating/Changing Premises ☐ Yes ☐ No

(If YES, a building permit may be required. You can find additional information here [Building Permits \(Langford.ca\)](https://www.langford.ca/building-permits))

If YES, Description of Renovation(s) or Change(s): \_\_\_\_\_

**CORRESPONDENCE PREFERENCES**

There are various reasons why the City of Langford may reach out to your business. Please indicate your preferences below.

Pertinent City Information (business licensing, city works affecting your business)

Economic Development (marketing, training, workshop opportunities) ☐ Opt-out

Public Engagement (sponsorship and event opportunities) ☐ Opt-out

☐ I consent to have my business information shared with the WestShore Chamber of Commerce.

**SUPPLEMENTAL INFORMATION**

- a) The timeline for processing a business licence application is dependent on the applicant submitting all required information and documentation, as well as the current workload of the departments involved in the business licence permitting process, including Planning, Building, Bylaw and Fire.
- b) Home occupation means an occupation, business or professional practice which is conducted 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).
- c) The intermunicipal licence enables mobile service providers (painting, plumbing, catering, etc.) to operate across all participating municipalities in Greater Victoria. Applicants must acquire an intermunicipal licence from the municipality in which their business is located.

The personal information requested in this form is collected under section 26 (c) of the Freedom of Information and Protection of Privacy Act and will be used to administer Business Licence applications within the City of Langford. This information may be shared with applicable City of Langford departments and related agencies for the purpose of required inspections and approval of this licence application. Please contact [BusinessLicence@Langford.ca](mailto:BusinessLicence@Langford.ca) if you have any questions about the collection, use, or disclosure of this information.

Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Langford. **I understand I cannot commence business until such time as a business license has been approved.**

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

t 250.478.7882

e [businesslicence@langford.ca](mailto:businesslicence@langford.ca)

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