

# District of Saanich Business Licence Application Non-Residents of Saanich/Daily Licence



**Business Account Number (Office use only):**

**Application Type (check one) Note: Application must be completed in full.**

New Business to Saanich

Re-Opening of Business

<b>Business Name:</b>		<b>Company Ownership Name (i.e. ABC Ltd.):</b>	
<b>Owner(s) Personal Name and Address (or provide Director's List)</b>			
First		Last	
Address		City	Postal Code
First		Last	
Address		City	Postal Code
<b>Business Information</b>			
Number of Owners:	Number of Local Employees (not including owners):	CRA Business Number (If applicable):	
Detailed Nature of Business:			
Business Location or Event/ Exhibition Location (Civic Address)		Mailing Address (if different from Business Location)	
Business Telephone Number:	Home Phone Number or Cell Phone Number:	Business Email or Other Email:	
<b>Please fill in one of the boxes below that describes your business licence type.</b>			
Non-Resident of Saanich <input type="checkbox"/> <span style="background-color: pink;">Would you like to renew your Business Licence for next year?</span> <input type="checkbox"/> Yes <input type="checkbox"/> No		Daily Business Licence (Events/ Exhibitions) <input type="checkbox"/> Numbers of days and Dates Required:	

## Applicant Checklist

- Have you completed the application in full?
- Have you submitted Incorporation/Certification/Share Purchase Agreement (if applicable)
- 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. (If applicable)
- Commercial business involving clients: have you read the Saanich Fire Department's guidelines?  
<https://www.saanich.ca/EN/main/community/fire-prevention-safety/inspections/business-licence-inspections.html>

## IMPORTANT NOTICE

- 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. 8789 (Sign Bylaw).
- Prior to leasing a commercial space ensure that the proposed business/service is a permitted use as pertains to District of Saanich's Zoning Bylaw, No. 8200. The Zoning Bylaw can be found on the District of Saanich's website. Please contact the Planning staff at zoning@saanich.ca with any questions.
- All business licences are issued in conformance with the District of Saanich BUSINESS LICENCE BYLAW, 2002, No. 8213 as amended.

By submitting this business licence application, the listed applicant hereby declares that all the information is correct and that they will comply with the bylaws and regulations of The District of Saanich.

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)

### THIS SECTION IS FOR OFFICE USE ONLY

Department	Approval	Date	Comments	Bylaw Rate(s)
Planning				Category:
Fire				Intermunicipal:
Inspections				Fee:
Health				Inspector:
Initiated by CFS? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes: CFS number: _____    Date Received: _____				
Conditions:  <input type="checkbox"/> Valid <b>ONLY</b> in Saanich				