



BUSINESS LICENCE Business Licence Application

BUSINESS INFORMATION (please print)

Business Name:	Owner Name:	
Business Type:	Phone:	Email:
Street Address:	City:	Postal Code:
Mailing Address:	City:	Postal Code:

Note: If you have a business premise, your business licence application must be made to the municipality in which your premise is located. If you have any questions about this application, please phone the Director of Finance at 250-746-6126 or email: licence@duncan.ca.

PROPERTY OWNER INFORMATION (please print)

Property Owner Name:	Contact/Manager Name:
Phone:	Email:

TYPE OF BUSINESS LICENCE

Inter-Municipal: New (\$100/year) Non-Profit (\$1/year) Update
City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan.

Inter-Community: Yes (additional \$170/year) No
Includes several municipalities. Please contact the City of Duncan for an up-to-date list. To apply for an Inter-Community Licence, you are required to have an Inter-Municipal Business Licence.

RENEW LICENCE ANNUALLY: Yes No

UPDATE BUSINESS LOCATION: Yes (\$50) No

MOBILE BUSINESS: Yes No

PAID STAMP

BUSINESS PREMISE INFORMATION

Area (m ²):	Approximate No. of Employees:
No. of Seats (restaurant/café/pub):	Liquor Licence No. (if applicable):
Trades Qualification No. (if applicable):	New Signage Proposed: <input type="checkbox"/> Yes (Contact Planning Dept.) <input type="checkbox"/> No
Detailed nature of business:	

DUNCAN HOME-BASED BUSINESS INFORMATION

Where you will be conducting the business:

No more than one vehicle is associated with the home-based business: Yes No

Make and model of vehicle:

Proof of residence (tenancy agreement, utility bill, or home-owner grant application): Yes No

SIGNATURE(S)

By signing this application, I agree to comply with all City of Duncan bylaws and all applicable laws, rules, codes, regulations, and orders of all federal or provincial authorities having jurisdiction over such business.

Signature of Business Owner	Signature of Property Owner (if applicable)	Date
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Note: It is an offence to provide incorrect or misleading information on an application for a licence or renewal of a licence and the Director of Finance may require an applicant to provide proof of certification, approval, or qualification required by a federal, provincial, or local government authority having jurisdiction over the proposed business.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.



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PLANNING DEPARTMENT (OFFICE USE ONLY)

Zoning of Subject Property:

Proposed Use Permitted: Yes No

Parking Requirements Satisfied: Yes No

Sign Permit Required: Yes No

Additional Comments:

Approved: Yes No

Signature (Manager of Planning):

Date:

BUILDING & BYLAW DEPARTMENT (OFFICE USE ONLY)

Premises Inspected for Use: Yes No

Building Meet Requirements of Business Type: Yes No

Additional Comments:

Approved: Yes No

Signature (Building Inspector):

Date:

PUBLIC HEALTH INSPECTOR (OFFICE USE ONLY)

Public Health Inspector Approval: Yes No N/A

Food Service Licence – Grease Trap Documentation Required: Yes No N/A

Additional Comments:

RCMP (OFFICE USE ONLY)

RCMP Approval: Yes No N/A

Additional Comments:

OFFICE USE ONLY (FINANCE DEPARTMENT)

Additional Comments:

Approved: Yes No

Signature (Director of Finance):

Date: