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# BUSINESS LICENCE

## Inter-Municipal Business Licence Application

### BUSINESS INFORMATION

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](mailto:licence@duncan.ca).

### PROPERTY OWNER

Property Owner Name:	Contact/Manager Name:
Phone No.:	Email:

### TYPE OF BUSINESS LICENCE (\$100/year)

<b><sup>1</sup>Local Inter-Municipal</b>	<b>PAID STAMP</b>
<input type="checkbox"/> New <input type="checkbox"/> Non-Profit (\$1/year) <input type="checkbox"/> Transfer <input type="checkbox"/> Update	
<b><sup>2</sup>Inter-Community:</b> (additional \$170/year)	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>PROPERTY / BUSINESS ADDRESS UPDATE ( \$50 )</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>RENEW LICENCE ANNUALLY:</b>	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

### BUSINESS PREMISE INFORMATION

<input type="checkbox"/> Commercial	<input type="checkbox"/> Home-based/Residential	<input type="checkbox"/> Non-Profit	<input type="checkbox"/> Mobile
Area (Square Meters):	Approximate No. of Employees:		
No. of Seats (restaurant/café/pub):	Liquor Licence No. (if applicable):		
Trades Qualification No. (if applicable):			

Please provide a complete description of what you intend to do. If business is home-based, describe where you will be conducting the business.

### 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](mailto:duncan@duncan.ca) or phone: 250-746-6126.



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### OFFICE USE ONLY: (PLANNING DEPARTMENT)

Zoning of Subject Property: \_\_\_\_\_ Proposed Use Permitted:  Yes  No

Parking Required:  Yes  No Sign Permit Required:  Yes  No

Additional Comments: \_\_\_\_\_

Approved:  Yes  No

Signature (Manager of Planning): \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY: (BUILDING DEPARTMENT)

Premises Inspected for Use:  Yes  No

Building Meet Requirements of Business Type:  Yes  No

Additional Comments: \_\_\_\_\_

Approved:  Yes  No

Signature (Building Inspector): \_\_\_\_\_

Date: \_\_\_\_\_

### OFFICE USE ONLY: (PUBLIC HEALTH INSPECTOR)

Public Health Inspector Approval:  Yes  No  N/A

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

Additional Comments: \_\_\_\_\_

### OFFICE USE ONLY: (RCMP)

RCMP Approval:  Yes  No  N/A

Additional Comments: \_\_\_\_\_

### OFFICE USE ONLY: (FINANCE DEPARTMENT)

Additional Comments: \_\_\_\_\_

Approved:  Yes  No

Signature (Director of Finance): \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> **Local Inter-Municipal** – Includes the City of Duncan, Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan

<sup>2</sup> **Inter-Community** – Includes several municipalities. Please visit our website for up-to-date list. In order to apply for an Inter-Community Licence you are required to have a regular and current business licence with the City of Duncan.