



Municipality of North Cowichan
 7030 Trans-Canada Highway
 Duncan BC V9L 6A1
 T 250-746-3100
 F 250-746-3133
 finance@northcowichan.ca

BUSINESS LICENCE APPLICATION

Personal information is collected by the Municipality of North Cowichan under the authority of section 26(c) of the *Freedom of Information and Protection of Privacy Act* and North Cowichan's Business Licence Bylaw for the purpose of administering a business licence. Should you have any questions about the collection of this personal information, please contact the Deputy Director of Corporate Services, (250) 746-3100; 7030 Trans-Canada Highway, Duncan, BC V9L 6A1. If you have a business premises, this application must be made to the Municipality in which your premises is located. If you have any questions regarding this application, please email finance@northcowichan.ca. (Rates are subject to change as per Bylaw).

Name of Business:		
Type of Business:		
Business Street Address:		
Business Mailing Address:		
Business Phone Number:		Cell Phone Number:
Email Address:		
Type of License: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Transfer <input type="checkbox"/> Update <input type="checkbox"/> Local Inter-Municipal ¹		
Inter-Community Licence ² :		<input type="checkbox"/> Yes <input type="checkbox"/> No Additional Fee \$150/year – separate application
Renew License Annually?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Commercial:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Square Footage of Area: _____
Residential:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Building Renovations: <input type="checkbox"/> Yes <input type="checkbox"/> No
If residential, provide a complete description of what you intend to do, including specifically, where the business is conducted in the home and as per North Cowichan Home-Based Business Guidelines, the square footage cannot exceed 495.16 sq ft.		
I agree that I will comply with all applicable bylaws, statutes and regulations relating to this application.		
Owner's Name (print)	Owner's Signature	Date Signed

¹Local Inter-Municipal – Includes Municipality of North Cowichan, Town of Ladysmith, Town of Lake Cowichan & City of Duncan

²Inter-Community - Includes City of Nanaimo, City of Campbell River, City of Courtenay, City of Parksville, City of Port Alberni, Town of Comox, Town of Qualicum Beach and Village of Cumberland

In order to apply for an Intercommunity Licence you are required to have a regular and current business licence with North Cowichan.

OFFICE USE ONLY

Finance Department			
Payment Amount:		Posting Date:	Phone (when approved):
Payment Date:		Acct Number:	
Cash	Interac	Cheque	

Bylaw Officer Approval: _____

Date Approved: _____

Revision 14-Feb-2018