

# BUSINESSS LICENCE APPLICATION CHECKLIST

7030 Trans-Canada Highway  
North Cowichan, BC V9L 6A1  
T 250.746.3108  
[licensing@northcowichan.ca](mailto:licensing@northcowichan.ca)

This checklist is intended to provide you with the minimum requirements for a business license application.

- ☐ Business Licence Application Checklist
- ☐ Business Licence Application Form

Mandatory to be included in description and/or completed on Application for **ALL TYPES OF BUSINESS:**

- ☐ Name of business
- ☐ Type of application checked, including if apply for Inter-Community (list on page 2)
- ☐ Type of business checked
- ☐ Full description of operations of business. Vague/minimal descriptions will not be accepted
- ☐ Number of parking spaces provided, excluding mobile businesses

Mandatory to be included for **Short Term Rentals (B&B/AirBnBs):**

- ☐ Floor Plan (PDF Attachment or printed copy)
- ☐ Confirmation location is primary residence of applicant
- ☐ Cooking facilities provided, if any
- ☐ Occupancy Certificates and/or Inspection reports may be requested for suites

Mandatory to be included for **Food Services businesses:**

- ☐ Satisfactory Report from Vancouver Island Health Authority
- ☐ Satisfactory Report from North Cowichan Fire Department, inspection scheduled after receipt of application
- ☐ Provincial Liquor Licence, if applicable
- ☐ Floor Plan (PDF Attachment or printed copy)
- ☐ Cooking facilities provided

Complete applications will be required for **existing business** for:

- ☐ Change of location
- ☐ Change of ownership, with permissions letter/email from previous owner

Further documentation, licenses, insurance, and certifications may be required upon request. Incomplete applications and checklists will not be accepted. Applications from other municipalities will not be accepted.

Applicants will be invoiced for the license fee upon approval. Payment will not be accepted before approval.

# BUSINESS LICENCE APPLICATION CHECKLIST


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Participating municipalities for Inter-Community:

- North Cowichan
- Nanaimo
- Duncan
- Parksville
- Ladysmith
- Lake Cowichan
- Victoria
- View Royal
- Colwood
- North Saanich
- Central Saanich
- Sidney
- Esquimalt
- Sooke
- Campbell River
- Comox
- Courtenay
- Cumberland
- Port Alberni
- Qualicum Beach

Mobile Food Services are not included in this checklist. These businesses are required to complete the Mobile Food Services Business License Application Form and provide the documentations require on under Section 7.2 of the Business License Bylaw No.3153

**Note:** The business owner is responsible to comply with all applicable bylaws and amendments thereto, of the District of North Cowichan and all other laws now in force or which may hereafter come into force. If you have any questions or require clarification, please contact the Licensing Department at 250.746.3108. **Submission of your completed application form does not guarantee issuance of your business license.**





Account No. \_\_\_\_\_

Licence No. \_\_\_\_\_

**BUSINESS LICENCE APPLICATION****LICENSING DEPARTMENT**

7030 Trans-Canada Highway, North Cowichan BC V9L 6A1  
T 250.746.3108 | F 250.746.3133 | [licensing@northcowichan.ca](mailto:licensing@northcowichan.ca)  
[www.northcowichan.ca](http://www.northcowichan.ca)

The information requested in this application is necessary to evaluate your request for a North Cowichan Business Licence. Submission of this form does not guarantee approval of your Business Licence.

***You must not conduct business before you receive a Business Licence.***

**Check all that apply**

**TYPE OF APPLICATION:** ☐ New Business ☐ Change of Owner ☐ Change of Location ☐ Inter-Community\*

**TYPE OF BUSINESS:** ☐ Commercial ☐ Home-Based ☐ Industrial ☐ Mobile (*Trades person, contractor etc.*)

\*For an additional \$170, you can add an **Inter-Community Business Licence (ICBL)** to your primary **North Cowichan Business Licence**. Qualifying mobile businesses can operate in any of the participating **Vancouver Island municipalities** without requiring a separate Business Licence for each area.

**BUSINESS INFORMATION – Please complete all fields**

Business/Trade Name:

Business Address/Location: (*Include unit number*)Mailing Address : (*If different from business location*)

Business Phone:

Fax:

Email:

**BUSINESS OWNERS / PARTNERS / DIRECTORS – Business Contact Information**

1.

Phone:

Email:

2.

Phone:

Email:

**BUSINESS DESCRIPTION - Please provide a complete description of your business operation**

**Personal information is collected by North Cowichan under the authority of s. 26 (c) of the Freedom of Information and Protection of Privacy Act for the purpose of administering the Business Licence Bylaw. Please direct any questions about this to North Cowichan's Privacy Officer, 250-746-3116, 7030 Trans-Canada Highway, North Cowichan, BC, V9L 6A1.**

**BUSINESS PREMISES - Please complete all fields**

Business start date: \_\_\_\_\_ No. of seats (if restaurant or liquor premise): \_\_\_\_\_

Total floor area of business premises (ft<sup>2</sup> or m<sup>2</sup>): \_\_\_\_\_ No. of parking spaces on site: \_\_\_\_\_

No. of employees? Full time: \_\_\_\_\_ Part time: \_\_\_\_\_ No. of rental units (if rental property business): \_\_\_\_\_

No. of children (if a daycare): \_\_\_\_\_ Provincial Day Care No. (if applicable): \_\_\_\_\_

If your business is based within your home, are renovations planned? ☐ Yes ☐ No**ECONOMIC DEVELOPMENT INFORMATION - Please complete all fields that apply**

The economic development section collects important data about our local economy, helping to analyze measurable trends that allow for better land use planning and enabling support for attracting new business.

**What is your business ownership structure (check one):**

- ☐ Proprietorship (single owner, not incorporated)  
☐ Partnership (multiple owners, not incorporated)  
☐ Limited company (incorporated)  
☐ Other: \_\_\_\_\_

What year did your business open: \_\_\_\_\_

Do you ☐ Own ☐ Lease / Rent your business premises?**Type of business (check one):**

- ☐ Locally owned and operated (independent)  
☐ Franchise  
☐ Branch (head office outside North Cowichan)  
☐ Business not located in North Cowichan  
☐ Other: \_\_\_\_\_

**What are the current principal markets for the products or services your business provides (check all that apply):**

- ☐ Local, North Cowichan only  
☐ Regional, Vancouver Island only  
☐ Provincial  
☐ National  
☐ International

**Does your business require additional licences to operate (check all that apply):**

- ☐ Provincial  
☐ Federal  
☐ Other: \_\_\_\_\_

**APPLICANT'S ACKNOWLEDGEMENT**

I, \_\_\_\_\_ hereby make application for a business licence in accordance with the information as stated in this application and declare the information in the application to be true and correct. I undertake to supply the Business Licence Officer all documents, licenses or certificates requested by North Cowichan or required by Federal and Provincial Acts and regulations. I undertake to comply with all applicable bylaws of the District of North Cowichan and all other laws now in force or which may come into force. I also understand payment of the business licence fee in advance does not guarantee approval of the licence and **I cannot operate my business in North Cowichan until a business licence is issued.**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_