

District of Saanich t. (250) 475-5401
 Business Licence f. (250) 475-5429
 770 Vernon Avenue businesslicence@saanich.ca
 Victoria BC V8X 2W7 saanich.ca



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](tel:250-475-1775), e. foi@saanich.ca

Date Stamp		Account Number:		Licence Number:	
This is an application for a (check one)					
<input type="checkbox"/> New Business to Saanich <input type="checkbox"/> Change of Address within Saanich <input type="checkbox"/> Change of Ownership <input type="checkbox"/> Change of Name					
Business Name:			Company Ownership Name (i.e. ABC Ltd.):		
Owner(s) Personal Name and Address:					
First _____		Last _____		Address: _____	
First _____		Last _____		Address: _____	
Number of Owners:			Number of Local Employees (not including owners):		
Detailed Nature of Business:					
Business Location (Civic Address):			Mailing Address (if different from Business Location):		
Business Telephone Number(s):		Local Contact Name & Phone No.:		Business Email:	
New Location Opening Date:		Will you be receiving clients at your residence? <input type="checkbox"/> Yes <input type="checkbox"/> No		CRA Business # (if applicable):	
Non-Resident: <input type="checkbox"/>	Commercial: <input type="checkbox"/> (Sq. Ft.): _____	Commercial & Intermunicipal: <input type="checkbox"/> (Sq. Ft.): _____	Home-Based: <input type="checkbox"/> (Sq. Ft.): _____	Home-Based & Intermunicipal: <input type="checkbox"/> (Sq. Ft.): _____	
Will anyone be renovating or altering the premises? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Description of proposed changes:					

Important Notice

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

This Section for Office Use Only

Department	Approval	Date	Date Received in Licence Dept	Comments	Bylaw Rate(s)
Planning					Category:
Fire					Intermunicipal:
Inspections					Fee:
Health					Start Date:
Police					Inspector
Date/Approval/Restrictions:					

**Business Licence Application
Supplemental Information**

**Residential Businesses of the District of Saanich must also provide
the following information:**

- Number of vehicles used in business: _____ Make and Model: _____
- Gross Vehicle Weight: _____ (Kilograms Pounds)
- Number of vehicles or units for hire: _____
- Number of vending machines or video games: _____
- Number of service station hose lines: _____
- Number of barber chairs/styling stations: _____
- Daily licence: Number of days required: _____

IF YOU ARE LICENCING AN APARTMENT OR HOTEL

- Name, address and phone number of Manager
- Specify number of rental units: _____ x studio/bachelor _____ x 1 bdrm _____ x 2 bdrm _____ x 3 bdrm