



TRANSIENT – BUSINESS LICENCE APPLICATION

FINANCE DEPARTMENT
Business Licensing
1 Centennial Square
Victoria, B.C. V8W 1P6

For information, or assistance completing this form, please contact the Business Licence Office at 250.361.0572 or by email at businesslicence@victoria.ca. Or fax 250.361.0560. You can mail your completed application to the above address.

IMPORTANT: The information required by this application is necessary to fully evaluate your request for a Business Licence. Incomplete forms will **not** be processed. Completion of this application does **not** guarantee approval of a Business Licence. Approved licences will be issued **only** upon receipt of payment of Business Licence fee.

Conducting business without a Business Licence is an **offence** for which penalties are prescribed. The minimum penalty in this case is a fine of \$250 per day, for each day that the offence continues, pursuant to Section 4 of the Business Bylaw. Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.

PART A: BUSINESS LICENCE APPLICATION

TYPE OF ACCOMODATION (check one)

HOTEL

MOTEL

CONDOMINIUM # OF BEDROOMS

HOSTEL

OTHER: _____

Business Location / Address: _____

Business Name / Operating Name: _____

Partnership / Sole Proprietor(s): _____

Limited / Incorporated Company Name: _____

Please attach documents of Incorporation and Notice of Articles. (Photo copies accepted)

Mailing Address (if different from above): _____

Phone: _____ Fax: _____ Cellular: _____

Emergency Contact Name / Phone: _____

Email Address: _____

Web Address: _____

Proposed Business Start Date: _____

Detailed Business Description:

IMPORTANT: Home Occupation means making, servicing, or repairing goods, or providing services for hire or gain by any person, wholly within a dwelling unit **occupied** by the applicant. In addition, **Schedule D – Zoning Regulation Bylaw** states, in part ‘...where any building is used as a single family dwelling, up to two (2) bedrooms may be used for transient accommodation as a home- occupation.’ <http://www.victoria.ca/EN/main/business/permits-licences/business-licences.html>

PART B: APPLICANT’S INFORMATION

Applicant’s Name (Individual completing form): _____

Applicant’s Signature: _____ Date signed: _____, 20 _____

IMPORTANT: Applicant has read and agrees to comply with the requirements of the Zoning Regulation Bylaw and the ‘Business License Bylaw of the City of Victoria. This information is being collected for the purpose of determining the applicant’s eligibility for a Business License in the City of Victoria pursuant to Bylaw(s). In providing this information you are consenting to its use for the above-mentioned purpose and declare that all information provided herein is correct. This information may be shared with applicable departments and related agencies during the approval process.

PART C: APPROVAL PROCESS (FOR OFFICE USE ONLY)

| <u>DEPARTMENT</u> | <u>DATE</u> | <u>APPROVAL</u> | <u>DATE</u> | <u>COMMENTS</u> |
|-------------------|-------------|-----------------|-------------|-----------------|
| Planning | _____ | _____ | _____ | _____ |
| Building | _____ | _____ | _____ | _____ |
| Health | _____ | _____ | _____ | _____ |
| Fire | _____ | _____ | _____ | _____ |
| Police | _____ | _____ | _____ | _____ |
| Engineering | _____ | _____ | _____ | _____ |
| Bylaw | _____ | _____ | _____ | _____ |

FINAL APPROVAL by Business Licence Inspector _____

DATE APPROVED _____, 20 _____ BUSINESS LICENCE NUMBER _____

COMMENTS

TBL-3 (2003)