



**SMALL-SCALE COMMERCIAL URBAN FOOD PRODUCTION-  
BUSINESS LICENCE APPLICATION**

Finance Department  
Business Licensing Division  
City of Victoria  
1 Centennial Square

Account # (office use only)

For information or assistance please contact the Business Hub at 250.361.0629 or by email at [bizhub@victoria.ca](mailto:bizhub@victoria.ca)  
You can mail your completed application to the above address or email to [businesslicence@victoria.ca](mailto:businesslicence@victoria.ca).

**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.

**Please be advised this document is subject to the Freedom of Information and Protection of Privacy Act and access can be requested.**

**PLEASE CHECK ALL THAT APPLY**

<input type="checkbox"/> New Business	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Incorporated Company	<input type="checkbox"/> Partnership	<input type="checkbox"/> Change of address within municipal boundary
<b>Business Start Date:</b> _____ / _____ / _____ mm/dd/yyyy		<b>Number of Employees:</b> _____ (not including owner/s)		
<b>Business Address:</b>				
<b>City:</b>	<b>Province:</b>	<b>Postal Code:</b>		
<b>Business Phone:</b>	<b>Fax:</b>	<b>Cellular:</b>		
<b>Email:</b>		<b>Business Website:</b>		
<b><u>Nature of Business, please check all that apply:</u></b>				
Note: If products will be sold both on-site and off-site, producers must purchase both an on-site licence and an off-site licence.				
<input type="checkbox"/> <b>On-Site sales</b> <input type="checkbox"/> Annual Business Licence Fee: \$100 <input type="checkbox"/> Three-Month Business Licence Fee: \$25  A business where small-scale urban food products are sold (food stand, restaurants, shops, other businesses) on the property where they are produced.		<input type="checkbox"/> <b>Off-Site sales</b> <input type="checkbox"/> Annual Business Licence Fee: \$100  A business where small-scale urban food products are sold off the site where they are produced. Products may be sold to restaurants, shops, farmers markets, wholesalers and other approved commercial outlets.		
<b>Detailed Business Description:</b>				
<b>Please indicate the products that will be sold:</b>				
<input type="checkbox"/> Fruits <input type="checkbox"/> Vegetables <input type="checkbox"/> Mushrooms <input type="checkbox"/> Flowers <input type="checkbox"/> Fibres (e.g. hemp or luffa) <input type="checkbox"/> Seeds				

- Nuts
- Seedlings or plant cuttings
- Herbs
- Eggs
- Honey
- Other, please specify:

**Do you own the property on which you produce your products?** (If you do not own the property it is recommended, but not required, that you develop a land use rental agreement with the land owner outlining terms and conditions for your use of the land)

- Yes
- No

**Are there structures associated with your business? If yes, please indicate all that apply:**

Note: You may be asked to provide measurements and pictures of structure with your application

- Food stand
- Tool shed
- Greenhouse
- Walk-in cooler
- Other, please specify:

**Business Operating Name or Owner's Name:**

**Partnership Name(s):** (If you plan to operate the business with one or more partners)

**Limited / Incorporated Company Name:** (If you plan to operate the business as a separate legal entity, separate from yourself and your personal assets)

**Sole Proprietor's Name:** (If you plan to operate a business on your own, either under a business name or your own name)

**Mailing Address if different from Business Address:**

***Society / Limited / Incorporated Company***

*(if applicable, for already established Societies/Limited/Incorporated Companies)*

Incorporation Number: \_\_\_\_\_

- Yes, I have attached documents of Incorporation and Notice of Articles. (Photo copies accepted); or
- I request that the City obtain the documents of Incorporation and Notice of Articles and acknowledge that I will pay a \$30 fee plus applicable taxes to the City of Victoria for this service.

Completion of this application **does not guarantee approval of application**. Approved licences will be issued once review by all Departments is completed. Conducting business without a valid licence is an offence for which penalties are prescribed. Be advised that the minimum penalty in this case is a fine of \$250 per day, for each day that the offence continues (Bylaw No. 89-71 Sec. 4(a)).

**IMPORTANT:** This information is being collected for the purpose of determining the applicant's eligibility for a Business Licence in the City of Victoria pursuant to its Bylaw(s). In providing this information, you have consented to its use for the above-described purpose and declare that all the information provided herein is correct. This information may be shared with applicable City of Victoria departments and related agencies for the purpose of required inspections and approval of

this licence application. Applicant has read and agrees to comply with the stated regulations and bylaws of the City of Victoria. Annual licences are effective from January 16 to January 15 of the following year. Three-month licences are effective starting on the day the licence was obtained. Licences are non-transferable, and the licence fee(s) paid are non-refundable. Applicant understands business cannot commence until such time as a business licence has been approved and issued.

**Checklist for applicant:**

- Application signed and completed in full
- Understands the operational requirements and considerations as set out in the *Small-Scale Commercial Urban Food Production Handbook*, Schedule L of the Zoning Regulation bylaw and other related City resources
- Complies with all applicable zoning regulations
- Contacted Island Health to confirm whether product sales is permitted under provincial regulations – *if applicable*
- Documents attached (Incorporation) – *if applicable*

Applicant's Name (*Individual completing form*): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

Date Stamp for office use only:
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