



# TOWN OF SIDNEY

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Account # \_\_\_\_\_

Licence # \_\_\_\_\_

## BUSINESS LICENCE APPLICATION

Businesses operating within the Town of Sidney are required to hold a valid Business Licence. The information requested in this application is necessary to fully evaluate your request for a Business Licence. Completion of this form does not guarantee approval of a Business Licence.

**Licencee:** *(means the person(s) or company to whom the Business Licence will be issued to and the address location of the business)*

Last Name:		First Name:	
Last Name:		First Name:	
Company:			
Business Address:			
Business Address Line 2: (optional)			
City:	Province:	Postal Code:	
Business Phone: (public number)	Cell:	Alternate Phone: (Optional)	
Email Address:			

**Trade Name:** *(the operating name and mailing address of the business)*

Company:		
Mailing Address: [Same as business address <input type="checkbox"/> ]		
Mailing Address Line 2: (optional)		
City:	Province:	Postal Code:
Business Phone: (public number)	Cell:	Alternate Phone: (Optional)
Email Address:		

**Emergency Contact:** (Required) (*this information is provided to the Fire Department*)

Last Name:		First Name:	
Contact Phone:	Cell:	Email:	

**Secondary Emergency Contact:** (Optional)

Last Name:		First Name:	
Contact Phone:	Cell:	Email:	

**Business Information:**

Sole Proprietor:	<input type="checkbox"/>	Partnership:	<input type="checkbox"/>	Incorporated:	<input type="checkbox"/>	Non-Profit:	<input type="checkbox"/>
CRA Business Number ( <i>if registered</i> )							
BC Incorporation Number ( <i>if incorporated</i> )							
Non-Profit Number ( <i>if applicable</i> )							
Trade Qualification Number ( <i>if applicable</i> )							

**Type and nature of business:**

Home Occupation:	<input type="checkbox"/>	Commercial/Industrial:	<input type="checkbox"/>	Non-Resident:	<input type="checkbox"/>
Intermunicipal:	<input type="checkbox"/>	Seasonal:	<input type="checkbox"/>	_____	<input type="checkbox"/>

Describe the nature of the business:

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Complete the relevant information for the business:	Comments
Size of business area (indicate m <sup>2</sup> or ft <sup>2</sup> )	
# of employees	
# of seats (inside)*	
# of seats (outside)**	
# of parking spaces	
# of children (for daycare or child care facility)	
# of rental units (for a rental buildings)	
# of marina slips	
# of vending machines	
# of quarters/seasons (if seasonal)	

\*If your business is a restaurant/café a floor plan (to scale) will be required to determine the permitted number of seats. The number of seats will be based on the occupant load permitted by the BC Building Code. More specifically, it will be determined by a calculation based on either the physical size of the space, the number of washrooms or exits.

\*\*Outdoor seats on private property are permitted. For outdoor seats on public property please inquire with Town staff about the possibility of a Sidewalk Café Licence.

**By signing below you confirm that you have read and understand the following information:**

**BUSINESS SIGNAGE:**

The Town has a Sign Bylaw that regulates sign types, dimensions and the number of permitted signs, however, a Sign Permit is no longer required. Any signage proposed for the business must meet the requirements of the Town's Sign Bylaw. Town staff are available to review any proposed signage to confirm whether it complies with the bylaw requirements. The Town's Sign Bylaw and map can be found on the Town's website.

**RENOVATING OR ALTERING PREMISES:**

If the location of the business will be renovated or altered to accommodate the proposed business activities please consult with Town staff to determine if any permits are required (i.e. a Building, Plumbing or Development Permit).

**CONDITIONAL USES:**

Be advised that the Town's Zoning Bylaw and Business Licence Bylaw contain specific conditions for certain types of business uses (ex. there are specific conditions for home occupations). Consult with Town staff on specific conditions that will apply to the business.

**STRATA PROPERTIES:**

If the business is located within a strata property be advised that it is the responsibility of the business owner to confirm that the proposed business activities comply with strata bylaws.

**TENANTS:**

If the property is rented or leased, be advised that it is the responsibility of the business owner to confirm that the proposed business activities are approved by the property's owner.

*Application completed by:*

Signature	Print Name
Position	Date

By submitting the 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 Town of Sidney.

Office Use Only			
	Required:	Received:	Comments:
Inspection			
Zoning			
Parking			
Island Health Approval			
Floor Plan			
LCLB Approval			
Licence Fee Paid			
CRD Referral			
Other:			

Approval	Signature	Date
Licence Inspector		
Fire Department		

Conditions:

Personal information provided on this form is collected under the *Community Charter, Business Licence Bylaw and Freedom of Information and Protection and Privacy Act* and will be used only for the purposes related to your application. Business Licences issued as a result of the application and business contact information will be routinely available to the public including business owner, address, business email and telephone provided. Questions regarding collection and disclosure of this information may be referred to the Administration Department at 250-656-1139 or at [admin@sidney.ca](mailto:admin@sidney.ca).