

Business Licences – Commonly Used Contacts

Vancouver Island Health Authority

Gateway Village
201 – 771 Vernon Avenue
Victoria BC V8X 5A7

Contact: Richard Greve, Environmental Health Officer
Phone: 250-519-3401
Fax: 250-519-3402
Email: richard.greve@viha.ca
Website: www.viha.ca/mho

Food that is prepared for immediate consumption (i.e. restaurant) will require a permit to operate. All other food premises (i.e. stores, bakeries) will also require approval from the Environmental Health Officer prior to the issuance of a Business Licence. Please visit VIHA's website for more information, including the Application for a Food Facility, at: www.viha.ca/mho/food. Please note that a change in ownership of an existing food facility will also require approval from the Environmental Health Officer.

Personal Services Establishments that conduct body modification (i.e. tattooing, microblading, piercing and branding) will require a permit to operate. All other PSEs (i.e. health spa, beauty salon, cosmetic laser therapy, esthetics, tanning, electrolysis, manicures and pedicures, shaving, aromatherapy, etc.) will also require approval from the Environmental Health Officer prior to the issuance of a Business Licence. Please visit <http://www2.gov.bc.ca/gov/content/health/kepping-bc-healthy-safe/ps-es-mp-es> for guidelines. Please note that a change in ownership of an existing PSE will also require approval from the Environmental Health Officer.

The Environmental Health Officer will also approve the operations for recreational water facilities (i.e. swimming pools), personal services, drinking water systems, and subdivisions on septic. VIHA will also investigate all public health inquiries or complaints for public facilities, or malfunctioning septic systems.

Liquor and Cannabis Regulation Branch

400 – 645 Tyee Road
Victoria BC V9A 6X5

Mail: PO Box 9292 Stn Prov Govt Victoria, BC V8W 9J8
Call toll-free: 1-866-209-2111 (within Canada)
Reception: 250 952-5787
Fax: 250 952-7066
Email: lclb.lclb@gov.bc.ca
Website: www.gov.bc.ca/liquorregulationandlicensing

The Liquor and Cannabis Regulation Branch (LCRB) regulates BC's liquor industry in addition to private non-medical cannabis retail sales. This includes restaurants, bars, pubs, liquor retailers, manufacturers, special events and private cannabis retail stores. Any businesses applying for a business licence that involves liquor will also require approval from LCLB prior to the issuance of a Business Licence. Please visit their website for more information, including applications and guides, at: www.gov.bc.ca/liquorregulationandlicensing. Please note that a change in ownership of an existing business involving liquor will also require approval from LCLB.

In B.C., liquor is defined as beer, wine, or spirits, or any other product intended for human consumption, that contains more than 1% alcohol by volume.

As per Council resolution the sale or distribution of cannabis within the Town of Sidney is prohibited.

Capital Regional District

625 Fisgard Street
Victoria BC V8W 1R7

Contact: Kevin Barnard, MSc, Environmental Science Officer
Reception: 250-360-3000
Fax: 250-360-3079
Email: kbarnard@crd.bc.ca
Website: <https://www.crd.bc.ca/education/stormwater-wastewater-septic>

New or existing businesses which discharge to the sanitary sewer need to obtain a waste discharge permit. Waste discharge permits are issued to industries, businesses or other operations that discharge significant non-domestic wastewater flows or wastewater containing high loads of specified chemical contaminants into the sanitary sewer (i.e. carpet cleaning, medical offices/clinics, dry cleaning, fermentation, food services, laboratories, photographic imaging, printing, recreational facilities, vehicle washing, mechanical repairs, etc.) Approval from the CRD will need to be obtained prior to the issuance of a Business Licence. For more information go to <https://www.crd.bc.ca/education/stormwater-wastewater-septic/at-work/business-sectors>.

Canada Customs & Revenue Agency (CCRA) – Federal Government

Website: www.cra-arc.gc.ca/menu-eng.html
Phone: 1-800-959-5525

Click on the 'business' link where you can find information on how to register for a Business Number, payroll taxes, HST and other information on corporations, sole proprietorships and partnerships.

BC Registry Services – Business Name Registration

Website: www.bcregistryservices.gov.bc.ca
Phone: 250-356-2893
Email: BCRegistries@gov.bc.ca
Location: 2nd Floor – 940 Blanshard Street, Victoria BC V8W 3E6
Mailing: PO Box 9431 Stn Prov Govt, Victoria BC V8W 9V3

BC Registry Services administers and supports the registration of businesses, personal property and manufactured homes.

OneStop Business Registry

Website: www.onestopbc.ca
Phone: 250-370-0332
Toll Free: 1-877-822-6727
Mailing: PO Box 9431, Stn. Prov. Govt., Victoria BC V8W 9V3

The OneStop Business Registry is a public sector partnership offering integrated Business Registration, Business Address Change and Liquor Licensing services based on the Business Number.

BizPal

Website: www.bizpal.ca/en
Phone: 1-888-576-4444

BizPaL is jointly managed by a partnership involving governments at the federal, provincial, territorial and municipal levels. Provinces, territories and hundreds of municipalities have collaborated together to provide you with the permits and licences that may be required to start and grow your business.

Starting a Restaurant in BC

Website: www.gov.bc.ca/startingarestaurant

The Starting a Restaurant in B.C. online guide provides guidance on the requirements for starting and maintaining a restaurant in British Columbia.

Canada Business Network

Website: www.canadabusiness.ca/eng

Phone: 1-888-576-4444

Government Services for Entrepreneurs, including guides and checklists.

Small Business BC

Website: www.smallbusinessbc.ca

Phone: 1-800-667-2272

Resources for starting and maintaining a small business in British Columbia.