

TOWN OF LAKE COWICHAN
 PO Box 860, 39 South Shore Road
 Lake Cowichan, BC, V0R 2G0
 Telephone 250-749-6681
 Fax 250-749-3900



Business Licence Application

Inter-Municipal Licence ¹ <input type="checkbox"/> New BL <input type="checkbox"/> Renewal <input type="checkbox"/> Update		Inter-Community Licence ² Separate application - \$170/year <input type="checkbox"/>	
Name of Business			
Type of Business			
Business Street Address			
Mailing Address			
Phone Number		Fax Number	
Email		Cell Number	
Renew annually <input type="checkbox"/> yes <input type="checkbox"/> no		Trade Number (if applicable)	
		If yes, please provide details below	
If renting a commercial building/residence, provide a copy of the rental agreement authorizing the use for business.			
Commercial Building <input type="checkbox"/> yes <input type="checkbox"/> no		Square footage of Area	
Liquor Licence Number		Number of Seats (if Pub/Restaurant)	
		Number of employees	
Residential <input type="checkbox"/> yes <input type="checkbox"/> no		If yes, please provide details below	
For residential home-based businesses, provide a detailed description of business activities including, where you will be conducting the business and approximately how much square footage the business will occupy.			

I agree that I will comply with all applicable bylaws, statues and regulations of the Municipality and declare that the above information is true and correct.		
Name	Signature	Date

¹ Inter-Municipal- Includes Town of Lake Cowichan, City of Duncan, Municipality of North Cowichan and Town of Ladysmith.

² Inter Community- Includes City of Campbell River, City of Colwood, City of Courtenay, City of Nanaimo, City of Parksville, City of Port Alberni, City of Victoria, District of Esquimalt, District of Central Saanich, District of Lantzville, District of North Saanich, District of Saanich, District of Sooke, Town of Comox, Town of Qualicum Beach, Town of Sidney, Town of View Royal, Village of Cumberland.

In order to apply for the Inter-Community Licence you are required to have a current regular Inter-Municipal Business Licence with the Town of Lake Cowichan.

The information gathered on this form may be released to other parties upon request and will be published on our website.

Planning Department	
What is the current zoning of the place of business _____ Is the business a permitted use under the zoning <input type="checkbox"/> yes <input type="checkbox"/> no Lake Cowichan Worksite: _____	
Comments: _____ _____ _____ _____	
_____ Date (yy/mm/dd)	_____ Signature of Planner

Building Department	
Does the building meet requirements for this type of business <input type="checkbox"/> yes <input type="checkbox"/> no Do you recommend inspection by the Public Health Inspector <input type="checkbox"/> yes <input type="checkbox"/> no	
Comments: _____ _____ _____ _____	
_____ Date (yy/mm/dd)	_____ Signature of Building Inspector

Referrals	
Public Health Inspector	<input type="checkbox"/> yes <input type="checkbox"/> no
RCMP	<input type="checkbox"/> yes <input type="checkbox"/> no

Business Licence Department	
Application Approval Date: _____	
Signature of Business Licence Officer: _____	

Finance Department			
Amount Owing	Payment Date	Account number	Phone Number
Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Interac <input type="checkbox"/>	Initials		Call when approved