

# Business Façade Improvement Program



*Sketch by Calum Srigley – Design Consulting*

## Application 2025

Please complete the following form in full and submit all necessary documentation. This form will take no more than 20 minutes to complete if you have all documentation ready.

You will need the following:

- If you are not the building owner, the building owner's address and contact details and a letter of consent from the building owner;
- Photo(s) of the Current Building Condition;
- Improvement Plans and Designs;
- Materials/Color Sample Images;
- Budgets and Quotes/Estimates from Contractors; and
- Building Permit Application (if applicable).

You will also need to ensure that you meet all the following conditions:

- Property Taxes Paid Up to date;
- Business Licence Paid for Current Year; and
- All Utility Bills Paid Up to date.

Are you a

☐ Business Owner

☐ Building Owner

If you are both a Business and Building owner, please select Building Owner.

Applicant Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Building Physical Address to be improved if different from above: \_\_\_\_\_

Are you a tenant of a building applying with permission of the building owner?

- ☐ Yes
- ☐ No

Building Owners' Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Owners City:\_\_\_\_\_ Owners Province or Territory\_\_\_\_\_

Postal Code: \_\_\_\_\_

Owner email address: \_\_\_\_\_ Owner Phone Number \_\_\_\_\_

Please upload a letter of consent from the building owners stating that you are allowed to make these changes and are responsible for all of the costs incurred in the project.

Describe the proposed project (attach photos of the current building condition, project plans/drawings, material and colour sample documentation and building permit application (if applicable):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## APPLICATION

Planned Start Date: \_\_\_\_\_ Expected Completion Date: \_\_\_\_\_

Estimated Total Project Budget (Please attach professional quotes and estimates below to support your estimated budget):

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I have read and reviewed the Township of Esquimalt Business Façade Improvement Program Guidelines and confirm that my project meets the necessary requirements.

Applicant (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

Received by (Signature): \_\_\_\_\_ Date: \_\_\_\_\_

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### Application – online or paper-based.

Online - Complete the form online ([click here](#))

Paper Based: Complete the PDF and send it to the Economic Development Manager Township of Esquimalt, 1229 Esquimalt Road Esquimalt, BC V9A 3P1.

For questions, please email.

Terése Finegan (Manager Economic Development)  
Esquimalt Chamber of Commerce

terese.finegan@esquimalt.ca  
admin@esquimaltchamber.ca

## LETTER OF UNDERSTANDING TERMS AND CONDITIONS

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating you are allowed to make these changes and are responsible for all the costs incurred in the project.

I, \_\_\_\_\_, of \_\_\_\_\_  
(Applicant) (Business/Building)

☐ I have read the complete application and concur with and consent to the work proposed in the application.

☐ I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections and hiring contractors as necessary.

☐ I agree not to involve the Township of Esquimalt in any legal action between myself and any contractors, estimators, employees, workers, or agents arising from or out of the Business Façade Improvement Program.

☐ I consent to the Township making all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application received by \_\_\_\_\_ Date: \_\_\_\_\_