



1229 Esquimalt Road  
 Esquimalt BC V9A 3P1  
**PHONE:** 250-414-7100  
**FAX:** 250-414-7111  
[www.esquimalt.ca](http://www.esquimalt.ca)

## BUSINESS LICENCE APPLICATION

Acc. #:

Application must be completed in full – **PLEASE PRINT.**

The applicable licence fee, as prescribed in **Schedule A (see over)** of Business Licence and Regulation Bylaw No. 2810, as amended, must be paid at the time of application (accepted forms of payment are *cash, cheque, and debit*).

**For business licence application questions contact: [business@esquimalt.ca](mailto:business@esquimalt.ca) or 250-414-7157.**

<b>BUSINESS CONTACT INFORMATION (this business information will be made available to the public):</b>	
Business Name:	
Business Address (within Township of Esquimalt):	Postal Code:
Business Phone No.:	Business Email:
Nature of Business:	
<p>Personal information provided on this form is collected under the authority of the <i>Community Charter</i>, the Business Licence and Regulation Bylaw, 2013, No. 2810, as amended, and the <i>Freedom of Information and Protection of Privacy Act</i> and will be used only for purposes related to your application for a business licence. Business Licences issued as a result of the application and business contact information will be routinely available to the public including your business address, business email, and telephone number provided. Any questions about the collection of your personal information should be addressed to the Corporate Officer at <a href="mailto:corporate.services@esquimalt.ca">corporate.services@esquimalt.ca</a> or 250-414-7135.</p>	
Owner/Licencee Name(s):	
Mailing Address (if different from business address):	Postal Code:
Contact Person and/or Manager:	Telephone No. (if different from business phone no.):
<b>Classification of Business (indicate one):</b> <input type="checkbox"/> Apartments: Number of apartments for rent _____ <input type="checkbox"/> Bulk Oil Storage <input type="checkbox"/> Cannabis Retailer <input type="checkbox"/> Commercial - Small (less than 465 square metres/ 5000 sq. ft) <input type="checkbox"/> Commercial - Large (more than 465 square metres/5000 sq. ft) <input type="checkbox"/> Drug Paraphernalia Sales <input type="checkbox"/> Garage Sales (more than 3 per calendar year) <input type="checkbox"/> Home Crafts - _____ square ft / metres (circle) <input type="checkbox"/> Home Occupations <input type="checkbox"/> Intermunicipal (Greater Victoria) <input type="checkbox"/> Intercommunity (Vancouver Island ICBL) <input type="checkbox"/> Liquor Sales (off-site consumption) <input type="checkbox"/> Markets <input type="checkbox"/> Money Lenders <input type="checkbox"/> Non-Resident Business <input type="checkbox"/> Professional Office <input type="checkbox"/> Pub	
Business Start Date: _____	Is this business at a: <input type="checkbox"/> Commercial location? <input type="checkbox"/> Residential location?
If business is based from a residential location: Total floor area of your home _____ sq. ft / meters (circle) Area for proposed business use _____ sq. ft / meters (circle)	
Is this business located within a Secondary Suite? <input type="checkbox"/> NO <input type="checkbox"/> YES	
Trade Qualification Number:	Island Health Inspection Certificate ( <b>Call IH at 250-519-3648 to ask if required</b> ): <input type="checkbox"/> N/A <input type="checkbox"/> No (applicant must provide to Township, if required) <input type="checkbox"/> Yes (attached)
Are you renovating or altering the premises? <input type="checkbox"/> NO <input type="checkbox"/> YES (If Yes, a Building Permit may be required)	
Are you planning to erect a sign for your business? <input type="checkbox"/> NO <input type="checkbox"/> YES (If Yes, obtain Sign Permit application)	

I hereby make application for a business licence in accordance with the above particulars and agree to comply with the provisions of the Business Licence and Regulation Bylaw, 2013, No. 2810, as amended.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**SCHEDULE 'A'**  
**BYLAW NO. 2810**

**Licence Fee – Classifications:**

Apartments – fee per apartment unit	\$ 15.00
Bulk Oil Storage	\$2,000.00
Cannabis Retailer <i>[added by Bylaw No. 2848]</i>	\$2,000.00
Commercial – Small – less than 465 sq. metres (5,000 sq. ft.) Floor Area	\$ 100.00
Commercial – Large – more than 465 sq. metres (5,000 sq. ft) Floor Area	\$ 200.00
Drug Paraphernalia Sales	\$2,000.00
Garage Sales (more than 3 per calendar year)	\$ 50.00
Home Crafts	\$ 50.00
Home Occupations	\$ 100.00
Intermunicipal <i>[See Bylaw 2379 &amp; 2425]</i>	\$ 100.00
Inter-Community <i>[See Bylaw 2934]</i>	\$170.00
Liquor Sales (off site consumption)	\$2,000.00
Markets <i>[added by Bylaw No. 2848]</i>	\$100.00
Money Lenders	\$2,000.00
Non-Resident Business	\$ 100.00
Professional Office	\$ 100.00
Pub	\$2,000.00

**Additional Fees and Charges:**

Late Payment Fee	\$ 25.00
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