



# TOWN OF LAKE COWICHAN Business Licence Application

PO Box 860 39 South Shore Rd Lake Cowichan BC V0R 2G0

The information gathered on this form will be used to administer Municipal Bylaws, is collected under the authority of the Local Government Act and the Business Licence Bylaw, and may be released to other parties upon request. If you have a business premises, this application must be made to the Municipality in which your premises is located. If you have any questions about this application, please phone 250-749-6681.

Inter-Municipal Licence <sup>1</sup>			Inter-Community Licence <sup>2</sup>		
New BL	Change of Name	Change of Address	Separate application - \$150/year		
Name of Business			Ownership Type		
Type of Business			Number of Employees		
Business Street Address					
Mailing Address					
Business Phone Number			Cell Number		
Email Address			Fax Number		
Renew Annually	yes	no	Trade Number		
If you are renting a commercial building or residence, please provide a copy of the rental agreement authorizing the use for business					
Commercial Building	yes	no	Number of Seats (if Pub/Restaurant)		
Liquor Licence Number					
Residential	yes	no	If yes, please provide details below:		
For residential home based businesses, provide a complete 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 and regulations of the Municipality and declare that all the above information is true and correct.

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

<sup>1</sup> Inter-Municipal- Includes Town of Lake Cowichan, City of Duncan, Municipality of North Cowichan and Town of Ladysmith.  
<sup>2</sup> Inter Community- Includes City of Nanaimo, City of Campbell River, City of Courtney, City of Parksville, City of Port Alberni, Town of Comox, Town of Qualicum Beach and 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.

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

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

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

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

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