

**District of Ucluelet
Business Regulation & Licensing
Bylaw No. 922, 2003**

APPLICATION FOR BUSINESS LICENCE

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Local Government Act and the District's bylaws. If you have any questions about this collection, contact the Municipal Clerk, District of Ucluelet, P. O. Box 999, Ucluelet, B.C., V0R 3A0, Phone (250) 726-7744. Personal information or business information submitted on this form is not considered to be supplied in confidence. Please initial to acknowledge that you have read the above.

_____ Initials

I/We hereby apply for a:

NEW LICENCE _____ **CHANGE OF LOCATION** _____ **CHANGE OF OWNERSHIP** _____ **CHANGE OF NAME** _____

APPLICANT **Please Print**

PROPERTY OWNER **Please Print**

Name: _____

Name: _____

Civic Address: _____

Civic Address: _____

City: _____

City: _____

Postal Code: _____

Postal Code: _____

Mailing Address: _____

Mailing Address: _____

City: _____

City: _____

Postal Code: _____

Postal Code: _____

Phone: _____

Phone: _____

Fax: _____

Fax: _____

E-mail: _____

E-mail: _____

Business Name: _____

Business Mailing Address: _____

Business Phone: _____ Business Fax: _____

Civic Address of Property on which the business will be located: _____

Square Footage of Floor space: _____

Floor Plan: _____ (required)

Number of Seats _____

Number of Employees _____

Liquor License Required _____

Occupant Load _____

Parking; _____ # of existing stalls _____

of stalls required _____ Parking Plan _____ (required)

Place a check mark in the column that corresponds with the type of business you will be operating as well as any further information requested in column 2.

Column 1 - Type of Business		<input checked="" type="checkbox"/>	Column 2 - Particulars	Column 3 – License Fee
1	Apartment		Number of Apartments	\$125.00 plus \$3.00 per available apartment
2	Bed & Breakfast		Number of B&B Rooms	\$125.00 for one (1) room each additional available room \$50.00
3	Campground		Number of Rental Sites or Spaces	\$125.00 plus \$3.00 per available site
4	Guesthouse		Number of Rooms	\$125.00 for one (1) room or cabin, plus \$50.00 each additional room or cabin
			Number of Cabins	
5	Hostel		Number of available beds	\$125.00 plus \$3.00 per available bed
6	Hotel		Number of hotel rooms	\$125.00 plus \$3.00 per available room
7	Motel		Number of motel rooms	\$125.00 plus \$3.00 per available room
8	Rooming House		Number of available rooms	\$150.00 for (3) rooms plus \$50.00 each additional available room
9	Trailer Park or Mobile Home Park		Number of available pads	\$125.00 plus \$2.00 per available pad
10a	Vacation Rental		Number of available units	\$125.00 first unit plus \$50.00 each additional available unit
10b	Resort Condo		Number of available units	\$125.00 first unit plus \$50.00 each additional available unit
11	Charters		Number of available boats or vehicles	\$125.00 plus \$25.00 per boat or vehicle
12a	Boat, Kayak, Bicycle Rentals		Number of motorized vehicles or vessels available	\$125.00 plus \$25.00 per motorized vehicle or vessel
12b	Boat, Kayak, Bicycle Rentals		Number of vehicles or vessels available	\$125.00 plus \$5.00 per non-motorized vehicle or vessel
29	Sales – Retail and/or Wholesale		Total square footage	\$150.00 - 1500 sq. ft. or less \$250.00 – Over 1500 sq. ft, less than 3500 sq.ft. \$350.00 – Over 3500 sq. ft
15	Insurance Agency		Number of agents	\$125.00 first agent, \$75.00 each additional agent
16	Property Management		Number of agents	\$125.00 first agent, \$75.00 each additional agent
17	Real Estate Agency		Number of agents	\$125.00 first agent, \$75.00 each additional agent
18	Travel Agency or Booking Agency		Number of agents	\$125.00 first agent, \$75.00 each additional agent
26	Day Care or Child Care		Home Occupation	\$125.00
38	Day Care or Child Care		Commercial – Number of Children	\$125.00 – eight children \$250.00 – nine or more children
27	Hairdresser/Health Services		Home Occupation	\$125.00
37	Hairdresser/Health Services		Commercial	\$125.00 first practitioner \$50.00 each additional practitioner

Column 1 - Type of Business		<input checked="" type="checkbox"/>	Column 2 - Particulars	Column 3 – License Fee
30	Consultant or Professional		Number of Consultants or Professionals	\$125.00 for first professional/consultant within a shared office, \$75.00 each additional professional/consultant providing service within the same office
33	Restaurant, Bistro, Café		BCLC Licensed	\$250.00
34	Restaurant, Bistro, Café		Unlicensed	\$125.00
25	Catering or Food or Beverage Preparation		Home Occupation	\$125.00
35	Catering or Food or Beverage Preparation		Commercial	\$125.00
13	Bank or Credit Union			\$250.00
14	Other Financial Institution			\$350.00
19	Service Station		Accessory retail?	\$150.00
20	Repair Facility		Marine or Land?	\$150.00
21	Auto Body & Painting Shop			\$150.00
22	Vehicle Sales			\$250.00
23	Vehicle Rentals			\$250.00
24	Car Wash			\$150.00
31	Neighbourhood Pub, Marine Pub, Brew Pub, Lounge			\$300.00
32	Dance Hall, Cabaret		Occupant Load	\$300.00
36	U-Brew, U-Vin, Licensed Private Liquor Store			\$150.00
39	Marina		Number of slips. Repair?	\$150.00
40	Entertainment/Sporting Event Promoter			\$125.00
41	Fish Processing Plant		Square Footage	\$300.00
42	General Contractor		Type	\$150.00
43	Itinerant		(ie. Door-to-door sales & services)	\$150.00
44	Spa, Fitness and/or Exercise Facility		Square footage	\$150.00
45	Subcontractor		Type	\$125.00
46	Vendors (Street Market)		Type	\$125.00
47	Other Home Occupation		Type of Home Occupation	Based on licence department's determination of similar type of business.
47	Other Business		Type	Based on licence department's determination of similar type of business.

"Home Occupation" shall mean a business which may be conducted in accordance with the provisions of this bylaw and the District of Ucluelet Zoning Bylaw, and which is clearly incidental both to the use of the dwelling unit for residential purposes and to the residential use of the lot occupied by the dwelling.

#47 Other Home Occupations & Other Businesses - please provide complete description of business activities (Use separate sheet if necessary).

The issuance of a license shall not be deemed to be a representation by the Municipality to the licensee that the business or proposed business complies with any or all applicable bylaws or enactments. The business owner remains responsible to ensure compliance with all bylaws and enactments.

Signature of Applicant

Signature or Property Owner

Date

Date

For Municipal Office Use Only

Fee As Prescribed in Schedule "A"
Bylaw 922, 2003

- Processing Fee \$ **25.00**
- Full Year Fee \$ _____
- Half Year Fee (after August 31st) \$ _____
- Damage Deposit (Itinerants Only) \$ _____

TOTAL PAYABLE: \$ _____

Date Processing Fee Paid: _____

Date License Fee Paid: _____

Receipt #: _____

Account #: _____

Folio #: _____

Departmental Approval:

- Planning _____
- Building _____
- Fire _____
- Health _____

Zoning: _____

Clerk's Department Approval: _____ Date: _____

Application **not approved** and referred to the District Council meeting _____
Date