



**District of Ucluelet
Business Licence Application Submission
Requirements Checklist**

District Planner Building Inspection	(250) 726-4770 (250) 726-7744	This column for District use only
1. <i>It is recommended that you obtain confirmation of a correct civic address prior to investing in business stationery, signs etc.</i> Have you obtained written confirmation from the District office (250-726-7744) verifying the correct civic address for your business and submitted a copy with your Business Licence Application.		
2. Have you confirmed the correct designation for the property, on the Zoning Bylaw Map , for space that your business operation will occupy? Print your zoning designation: _____		
3. Does the Zoning Bylaw permit the use of the building or space for your proposed business? Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/>		
4. Will your business be a different type of business than what was formerly in the building or space? Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/> <i>A change of use may trigger additional fire and building code requirements and life safety requirements. If you answered YES above please verify all additional requirements for the intended use.</i>		
5. Will your business require any demolition, renovation or new construction on the building or premises? Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/>		
6. Have you verified the number of regular parking and handicapped parking spots required for your business as per the Zoning Bylaw ? Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/> Number of regular parking spots required: _____ Number of handicapped parking spots required: _____		
7. Have you verified if loading space is required for your business as per the Zoning Bylaw ? Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/>		

<p>8. Does the Zoning Bylaw require you to pave your parking?</p> <p style="text-align: right;">Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>9. Have you verified that the property meets the fencing and screening requirements as per the Zoning Bylaw?</p> <p style="text-align: right;">Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>10. Include photographs of any fencing and screening.</p>	
<p>11. Do you require a Sign Permit?</p> <p style="text-align: right;">Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>12. Does the Sign Bylaw permit your proposed signage where your business will be located?</p> <p style="text-align: right;">Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>13. Have you included all contact information with your application?</p> <p style="padding-left: 40px;">Business Owner Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p style="padding-left: 40px;">Business Manager Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p style="padding-left: 40px;">After hours Emergency contact Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p style="padding-left: 40px;">Property Owner Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>14. Is the space being leased?</p> <p style="text-align: right;">Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>15. Have you verified which 3rd party inspection reports will be required?</p> <p>Have you submitted copies of all 3rd party inspection reports:</p> <p>Automatic suppression Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Hoods Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>Ducting Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>VIHA Check one: Yes <input type="checkbox"/> or No <input type="checkbox"/></p> <p>(i.e. Required by Commercial Kitchens / Mobile Vendors)</p>	
<p>16. Have you made allowance for unobstructed egress to a public way when the building is occupied?</p> <p style="text-align: right;">Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	

RETURN TO FINANCE DEPARTMENT WITH APPLICATION AND PAYMENT

<p>17. Will your business involve Industrial, Repair or Manufacturing process?</p> <p style="text-align: right;">Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	
<p>18. Fire Safety Plan – it is suggested you have a written plan containing fire emergency procedures for:</p> <ul style="list-style-type: none"> a. Every building containing an assembly, care, treatment or detention occupancy b. Every building required by the British Columbia Building Code to have a fire alarm system c. Demolition and construction sites d. Storage areas required to have a fire safety plan e. Areas where flammable liquids or combustible liquids are stored or handled f. Areas where hazardous process or operations occur <p>Have you prepared a satisfactory Fire Safety Plan?</p> <p style="text-align: right;">Yes <input type="checkbox"/> or No <input type="checkbox"/></p>	

PLEASE NOTE:

Should you require electrical permitting, the District of Ucluelet does not issue electrical permits or do inspections. More information about Electrical Permits can be found by contacting the **BC Safety Authority** – Hours: 7:00 am to 8:00 pm (PST) – Monday to Friday

Email: info@safetyauthority.ca, 1-866-566-7233