



# Business Licence Application Checklist

Permits Licence and Inspection Services

General

20338 65 Ave., Langley B.C. V2Y 3J1

Phone 604-533-6018

Please ensure the checklist is completed and submitted with your signed Business Licence Application form and any supporting documentation.

Ensure the proposed business is a permitted use for the property (zone) prior to submitting a Business Licence Application. Business Licence Application fees are non-refundable.

Business name: \_\_\_\_\_

Business address: \_\_\_\_\_

Must provide a civic address - a post office box cannot be used

## Please complete the following checklist:

- Complete and sign the Business Licence Application form and checklist
  - The name of the business is the registered business name
  - The trade name is typically the same as the business name; however, some companies operate under an assumed name.
  - The business address must be a civic address (a post office box cannot be used)
- Confirm the proposed business is a permitted use on the Lands
- Provide a detailed description of the business (be specific)
- How many square feet will you be utilizing for the business purpose? This includes the office and the storage of equipment/materials.
- Provide a floor plan of the business premises showing the layout including reception area, washrooms, etc. (not required when there is an active building permit for a tenant improvement).
- Note the number of employees on the application form
- Is your business limited or incorporated?  Yes  No If yes, please provide the incorporation number on the business licence application form to avoid any delays.
- Will there be any building alterations / tenant improvements?  Yes  No  
If yes, has a building permit been applied for?  Yes  No Building permit number BP \_\_\_\_\_
- Will you be installing a sign?  Yes  No  
If yes, has a sign permit application been submitted?  Yes  No  
Sign permit number BP \_\_\_\_\_

**Note: this is not an exhaustive list of all regulations or bylaw requirements. Additional information may be requested during the processing of your Business Licence application.**