



Business Licence Application Checklist

Permits Licence and Inspection Services

Accessory Home Occupation - Homebased Business
(does not include daycares)

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.
- Confirm the proposed business is a permitted use on the Lands
- Provide a detailed description of the business (be specific and include a list of services)
- How many square feet will you be utilizing for the business purpose? This includes the office and the storage of equipment/materials.
- Do you have any employees? Yes No If yes, note employees on the application form. Refer to Section 104.3 of the Zoning Bylaw No.2500 for the number of employees permitted.
- Will clients/customers be coming to the property? Yes No Only one client/customer at a time can be on the property at any one time for service orientated business. This is subject to not allowing customers to enter the premises to inspect, purchase or take possession of goods. Waiting rooms are not permitted.
- 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.
- Are you the owner of the property? Yes No If no, the owner is required to complete a Property Authorization Form and must be submitted with the application.
- Is the proposed business located on a strata property? Yes No If yes, a Strata Property Authorization Form must be submitted with the application.
- Are you a certified trades person? Yes No If yes, please provide your trade qualification (TQ) number.
- Will there be any building alterations Yes No
If yes, has a building permit been applied for? Yes No Building 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.