



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 Please note, only one client/customer at a time can be on the property at any one time, 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.