



Business Licence Application Checklist

Permits Licence and Inspection Services

Non-Resident

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.

Note: 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 you are requesting a business licence for the Township of Langley and not the City of Langley
- Provide a detailed description of the business (be specific such as plumber, framer, insulator, landscaper, general contractor etc)
- 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 a certified trades person? Yes No If yes, please provide your trade qualification (TQ) number.
- Is the business Security / locksmith related? Yes No n/a Note security businesses must provide a copy of their Provincial Licence.

Businesses that typically work with minors (tow truck drivers, janitors, counselling etc. will be required to obtain a Police Information Check. You will be contacted if this is a requirement.

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.