



Business Licence Application Checklist

Permits Licence and Inspection Services

Personal Services - Hair Salon, Spa or Esthetics

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.

Prior to the issuance of a business licence for any personal services, Health Department approval is required.

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 and all the services provided example: facials, nails, waxing, eyelash extensions etc.
- Provide a floor plan of the business premises including the square footage showing the layout of the salon, including chair locations, sink locations, treatment rooms, reception area, washrooms, etc.
- Provide a copy of certification for all services being provided (example: esthetics certification)
- 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.