

Central Saanich



Business in Central Saanich Checklist and Licencing

Business Licence Checklist

Before establishing your business, it is best to review District bylaws and regulations that relate to your specific property.

Business Permitted by Zoning/Code

Land Use - Review the zoning (*Land Use Bylaw*) of the property and establish if the proposed business would be a permitted use in that specific zone. A review of onsite parking is required if the business use is changing.

Building Code - There are different construction requirements based on the use of the building. A review of the plans may help determine if the existing design can support the business use (as per *BC Building Code*).

Business Licencing

Apply for a business licence well in advance of the proposed business opening, giving staff time for inspections and approvals before issuing the licence. (see *Business Licence Bylaw*)

Home Occupations

If you are planning to operate a “home based business”, please review the Home Occupation Regulations attached.

Vancouver Island Health Authority

Contact VIHA directly for their regulations related to food establishments, hair salons, day cares, group homes and various other types of businesses.

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Permits and Inspections

Building or Plumbing Alterations

In order to renovate a building or tenant space, building and/or plumbing permits are required (as per *Building Bylaw*). If you are proposing substantial changes, you may also require a Development Permit from the Planning Department. Please refer to the “Guide to Tenant Improvements” for further information.

Inspections

The Fire Department will conduct fire safety inspections for every business licence application, including a home occupation licence. Fire inspections consist of maintaining life safety systems and devices such as exits, smoke alarms, sprinklers, standpipe systems, fire alarms and emergency lighting as well as other fire safety issues.

Sign Permits

Permits are required for new signs or to replace existing signs. In the case of new sign installations, a development permit may be required. Submissions must include a site plan and detailed sign drawings. Home occupation signage does not require a permit, but must meet the regulations.

Business Licence Application

Any person owning or operating a business within the District of Central Saanich must obtain a Business Licence and prominently display it in their place of business. This applies to all retail, commercial and industrial establishments, professional firms and home businesses. For new licences or to make changes (including an owner or address change) to an existing licence, applications must be submitted to the Planning and Building Services Department.

The following information is required with your licence application:

- Application form, completed in full including name, address and phone number of applicant and business, nature of business, size of business and building area;
- Police contact information form completed in full; and,
- Floor plan sketch of business area for Commercial businesses.

The application will be reviewed for compliance with land use regulations. If your application is approved you will receive an invoice by mail. Once payment is received, your valid Business License will be sent to you.

Yearly Licence Fees

Home-Based Business *	\$ 50.00
Home-Based/Intermunicipal *	\$ 100.00
Small Commercial (5,000 sq.ft or less)	\$ 100.00
Small Commercial/Intermunicipal **	\$ 200.00
Large Commercial (more than 5,000 sq ft)	\$ 200.00
Large Commercial/Intermunicipal **	\$ 300.00
Non-Resident	\$ 100.00
Daily	\$ 35.00

* A licence cannot be issued to a resident of a building that contains an unauthorized secondary suite.

** All commercial businesses that are physically located in Central Saanich that also carry on business in other municipalities (such as installers) require both commercial and intermunicipal licence designations.



A business licence will not be issued for a property where there is a known contravention of the business, building or land use bylaws. Being granted a Central Saanich Business Licence does not relieve the applicant from complying with Municipal Bylaws, Provincial or Federal legislation.

Frequently Asked Questions



What is the purpose of a business licence?

Business licenses are required for the following reasons: to regulate businesses for compliance with land-use, building and fire regulations (health and safety), to gather land-use information where-by commercial and industrial policies are based, and to facilitate planning decisions.

What is a intermunicipal licence?

This type of licence allows businesses in a variety of mobile trades, such as contractors and towing services, to purchase a business licence that is honored throughout Greater Victoria. Applicants must obtain their licence from the municipality where the business is located.

Do I require a business licence for more than one location?

Business premises are licensed separately and a license must be obtained for each location.

How long is a business licence valid for?

A business license is valid for one calendar year. Business Licence renewal notices are mailed out by early December.

Is there a fee for a business name or location change?

There is no fee for a business name change or a move within Central Saanich, however, an application form must be submitted which indicates any change in information. A Change of Ownership will require a new licence fee along with the application form.



Can I drop off my application along with payment?

An application must be reviewed by staff and inspections completed *prior* to issuing the business licence. Payment is requested by invoice *after* the licence has been approved. At that point, you may pay by cash, Interac, cheque or money order. Cheques should be made payable to *The District of Central Saanich*.

Home Occupation Regulations

Additional regulations for home occupations:

- not accommodate more than five children when involving childcare for pre-school children;
- not be any activity which will create any vibration, noise, heat, glare, odour or electrical interference which is detectable from outside the premises; nor will discharge smoke, fumes or any toxic or other noxious matter into the atmosphere; not create any bio-medical waste material;
- not have more than two clients or patrons of the home occupation use on the premises at any one time except as provided under section 33(1);
- be carried out only by a member or members of the family residing in the dwelling unit in which the home occupation is carried out;
- be carried on with no exterior indication of the home occupation as a result of outdoor storage, display, floodlighting;
- not use materials or processes that produce flammable or explosive vapours or gases under ordinary temperatures;
- not involve the sale or display of any goods, wares, merchandise or foodstuffs which are not produced or made on the premises, except for two days of the year;
- not involve storage of materials outside the dwelling unit or accessory building, which are used directly for the processing or result from the processing of any product of the home occupation;
- not require delivery of materials or commodities in such bulk or quantity as to require regular or frequent delivery by commercial vehicles or trailers;
- not generate any increase in on-street vehicle parking attributable to the use of the premises for a home occupation;
- not involve alterations to the dwelling that would change the character of the building as a dwelling except that a dwelling used for a home occupation involving the preparation of food may, despite any other provision of the Bylaw and where required by the Capital Health Region, include a second food preparation facility; and
- be located wholly within the dwelling unit or an accessory building less than 90 m² in floor area and shall not exceed an area of more than 25% of the gross floor area of the dwelling unit.

Information taken, in part, from the [Business Licence Bylaw # 1610](#). This pamphlet is intended for general guidance only. Applicants should consult all of the District of Central Saanich bylaws for specific requirements and procedures.

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