

## BUSINESS LICENSE APPLICATION CHECKLIST



ESTIMATED TURN-AROUND TIME IS **GENERALLY 2 WEEKS**. That timeline may depend on the type of business and number of inspections required. ***IMPORTANT NOTE: As of January 2, 2018, ONLY COMPLETE APPLICATION PACKAGES WITH ALL REQUIRED DOCUMENTATION WILL BE ACCEPTED.***

**\*\*Please check off boxes to ensure application is complete**

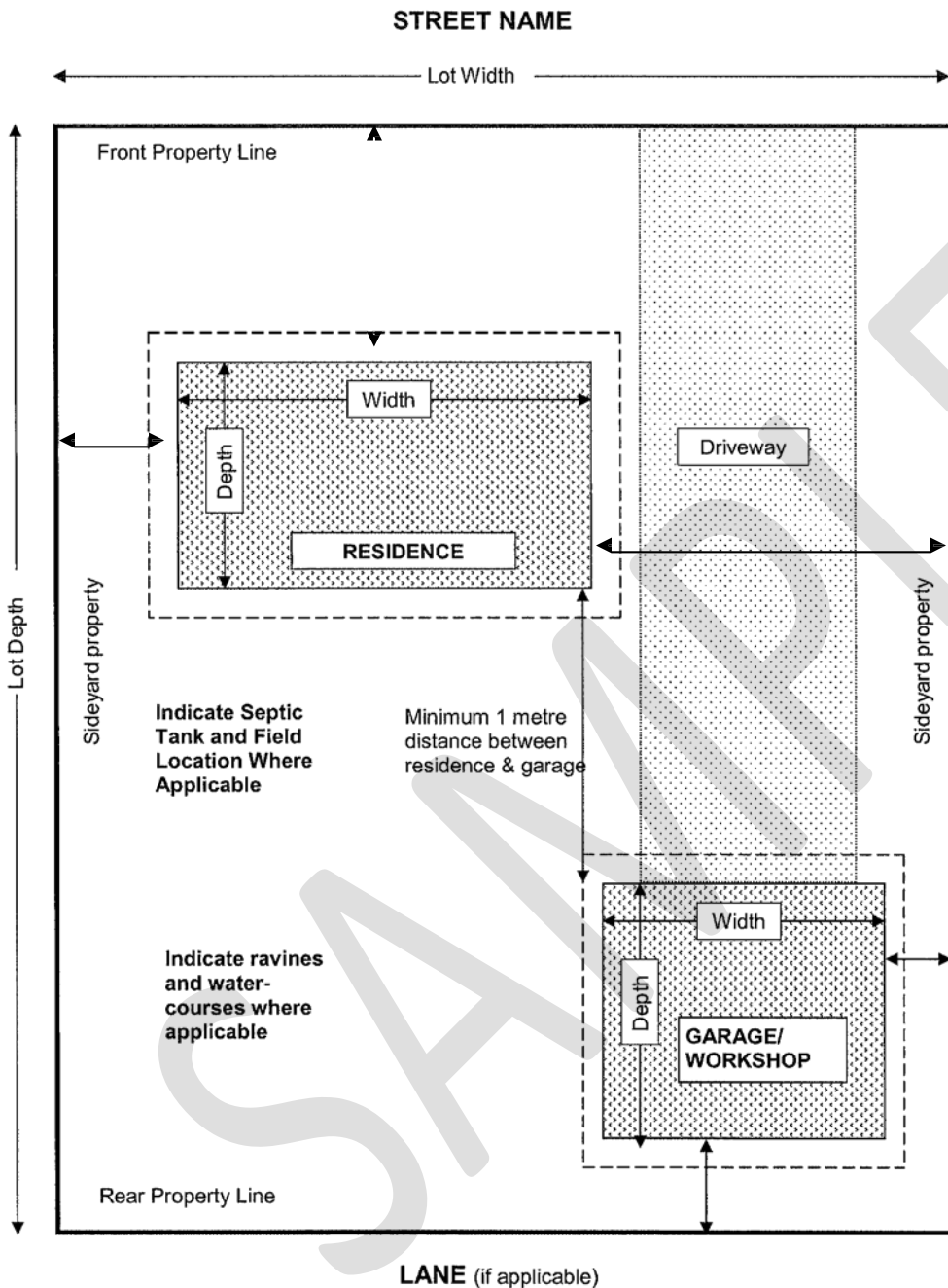
- BUSINESS LICENSE APPLICATION and FEE.** PAYMENT OF \$100 MUST ACCOMPANY THE APPLICATION. The Township accepts CHEQUE, MONEY ORDER or DEBIT CARD. Credit Cards are not accepted.
- BUSINESS LICENSE APPLICATION SUPPLEMENTAL INFORMATION FORM** Everything must be filled out including Business Owner's **Signature**.
- Proper Site Plan** which must include the following:  
(\*all calculations are to be presented in square footage)
  - Location of driveway/access off Township road (Road name required),
  - Location and size of all buildings on property (ensure setbacks from property lines comply),
  - Location and size of home occupation within buildings,
  - Location and size of outside storage areas (some zoning does not allow for outside storage).

**\*A Site Plan is offered on page two as an example.**

- INTERIOR HEALTH – Business License Referral Information Form** (If this applies to your business please review the Interior Health Website at <https://www.interiorhealth.ca/information-for/businesses>)
- REQUIRED INSPECTIONS**
  - All business license applications receive a business license inspection,
  - If you are storing combustibles, have working areas using power tools, or create potential fire hazard, a Fire Inspection will be required (\$100),
  - If the public are attending both a Building Inspection and Fire Inspection will be required.
  - If you have the public attending and are providing a form of health related service you will need to review and familiarize yourself with the Interior Health Website at <https://www.interiorhealth.ca/information-for/businesses>. Businesses involving public services cannot be approved without Interior Health approval.



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Each site plan will require the following:

- Street/Road Name,
- Location of driveway,
- Square footage of buildings,
- Square footage of areas within buildings utilized for the business,
- Square footage of outside storage areas,
- Ensure the business conforms with the setback regulations within your property's zoning located in the Township's Zoning Bylaw 1700, 2008 located on the Township's website at:  
<https://spallumcheen.civicweb.net/filepro/documents/10?preview=2801>