

<b>Office use only</b> LICENCE APPLICATION FEE:	ACCOUNT NUMBER	Health Approval
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APPLICATION TYPE:	NEW	BUSINESS NAME CHANGE	OTHER
	ADDRESS CHANGE	CHANGE OF OWNER	
TYPE OF LICENCE:	HOME BASE	COMMERCIAL	INTER-MUNICIPAL
	NON-PROFIT	OUT-OF-TOWN (seasonal)	OUT-OF-TOWN (renewable)

Business Name:	
Trade Name (if different from Business Name):	
Business Address:	Postal Code:
Business Phone Number:	Bus. Start Date:
Business Description:	

Business Owner's Name:		
Mailing Address (if difference from Business address):		
City:	Province:	Postal Code:
Phone:	Email:	
Alternate Contact Info:		

Number of Employee (incl owner): \_\_\_\_\_ Area of premise (sq ft): \_\_\_\_\_

**Are you doing any building alteration?**

A building permit may be required if there is a change of use on the property or if you are making tenant improvements. Please be aware that a change of tenant may require upgrading of the building as well as the tenant space.

No Yes

**Building Permit #**

**Are you installing a new sign, changing the copy of an existing sign?**

A sign permit is required for new sign installation or change of copy on the existing sign.

No Yes

**Building Permit #**

**Rental Apartment Building Manager Only**

No. of Rental Units: \_\_\_\_\_ Manager's name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this a Crime Free Multi Housing: No Yes (provide copy of Certificate)

**DECLARATION:** I hereby make an application for a Business Licence Application in accordance with the information stated above and declare that the information provided is complete. I further agree to comply with all bylaws and laws now in force or which hereafter may come into force in the City of Langley. Fees for this application are payable at the time of application and understand that I cannot operate or open my business without first obtaining a valid business licence. **I understand that payment of the Business Licence application fee does not guarantee the issuance of a Licence nor authorization to carry on business.** A Licence can only be issued once in compliance with all applicable bylaws and regulations. Once issued, the Licence is to be prominently displayed on my premises.

**COMPLETION OF THIS FORM DOES NOT GUARANTEE APPROVAL OF A BUSINESS LICENCE.  
BUSINESS SHALL NOT COMMENCE PRIOR TO A LICENCE BEING ISSUED.  
NOTE: OWNER/APPLICANT MUST ARRANGE FOR A CITY INSPECTION UPON APPLICATION**

Signature: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

 [Download the fillable form to your device, save, and email the completed form to inspections@langleycity.ca](#)