

## **APPLICATION CHECKLIST**

You are required to provide the following to be licensed.

**Step 1: Provide proof of registration or incorporation**

You must provide proof of incorporation or registration during the application process. To register your business in BC, visit [OneStop BC Business Registry](#).

If you are starting a new business, visit [Small Business BC](#).

If you are set up as a proprietorship, partnership, or society, you must provide:

- names of all directors, senior officers, partners or proprietors
- current copy of any trade name registration(s) under which you intend to operate

If you are set up as a corporation, you must provide:

- names of all directors, senior officers, and beneficial owners with voting shares
- current copy of any trade name registration(s) under which you intend to operate
- copies of the most recent financial statements or, if a newly incorporated company, a statement of the proposed financial organization of the company

**Step 2: Provide approval documents from your local government**

You must include a written approval *and* zoning approval from your local municipal council, regional board, or local trust committee to confirm that the proposed use is permitted in your application.

**Step 3: Provide municipal business licence**

You must provide a copy of your business licence issued by your local municipality.

**Step 4: Prepare site and building plans**

You must provide documents to show that the site and building plans for the crematorium have been approved by or on behalf of your local government.

**Step 5: Provide approval documents from a professional engineer**

You must provide a document signed by a professional engineer certifying that

- the crematorium is constructed according to the approved building plans
- the test operation of the crematorium is complete and complies with:
  - manufacturer's specifications
  - bylaws of applicable local government; and
  - provincial laws
- he/she has the necessary knowledge, skill, and experience to certify this document

Review the [crematory technical checklist](#).

**Step 6: Complete a criminal record check**

Senior officers, partners, or proprietors of your business must complete a criminal record check.

For Canadian residents, get your criminal record check through our third-party supplier. The results will be sent directly to us.

[Get a criminal record check](https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/). (<https://www.sterlingtalentsolutions.ca/landing-pages/c/consumer-protection-bc/>)

For non-Canadian residents, a criminal record check from your home jurisdiction is required.

- Step 7: Set up business policies and operating procedures**  
To operate a crematorium, you must create bylaws which address:
  - cremation and operational procedures
  - training
  - document and authorization requirements
  - paperwork change of custody
  - housekeeping
  - organizational policy and procedures
  - identification process
  
- Step 8: Submit your application**  
You must submit all supporting documents with your application. If your business has more than one location, each location requires its own licence.  
Review this application checklist.  
Submit a [licence application form](#).
  
- Step 9: Schedule a facility pre-inspection**  
A pre-inspection of your facility is required prior to licensing.
  
- Step 10: Read and understand your obligations**  
It is your responsibility to review all applicable laws pertaining to your industry and to understand your obligations. For more information, visit our website - [Review your obligations](#).