

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.

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- Step 7: Set up business policies and operating procedures**

To operate a crematorium, you may choose to create bylaws which address:

 - cremation and operational procedures
 - training
 - document and authorization requirements
 - paperwork change of custody
 - housekeeping
 - organizational policy and procedures
 - identification process

Read the Cremation, Interment and Funeral Services Act [section 39\(2\)](#).

 - 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](#).