

Business Façade Improvement Program



Sketch by Calum Srigley – Design Consulting

Paper Application 2026

Please complete the following form in full and submit all necessary documentation. This form will take no more than 20 minutes to complete if you have all documentation ready.

You will need the following:

- If you are not the building owner, the building owner's address and contact details and a letter of consent from the building owner;
- Photo(s) of the Current Building Condition;
- Improvement Plans and Designs;
- Materials/Color Sample Images;
- Budgets and Quotes/Estimates from Contractors; and
- Building Permit Application (if applicable).

You will also need to ensure that you meet all the following conditions:

- Property Taxes Paid Up to date;
- Business Licence Paid for Current Year; and
- All Utility Bills Paid Up to date.

Are you a

Business Owner

Building Owner

If you are both a Business and Building owner, please select Building Owner.

Applicant Name: _____

Business Address: _____

Postal Code: _____ Phone #: _____ Cell #: _____

Email Address: _____

Building Physical Address to be improved if different from above: _____

Are you a tenant of a building applying with permission of the building owner?

- Yes
- No

Building Owners' Name: _____

Mailing Address: _____

Owners City: _____ Owners Province or Territory _____

Postal Code: _____

Owner email address: _____ Owner Phone Number _____

Please upload a letter of consent from the building owners stating that you are allowed to make these changes and are responsible for all of the costs incurred in the project.

Describe the proposed project (attach photos of the current building condition, project plans/drawings, material and colour sample documentation and building permit application (if applicable):

APPLICATION

Planned Start Date: _____ Expected Completion Date: _____

Estimated Total Project Budget (Please attach professional quotes and estimates below to support your estimated budget):

I have read and reviewed the Township of Esquimalt Business Façade Improvement Program Guidelines and confirm that my project meets the necessary requirements.

Applicant (Signature): _____ Date: _____

Received by (Signature): _____ Date: _____

Application – online or paper-based.

Online - Complete the form online ([click here](#))

Paper-Based: Complete the PDF and drop off at the Chamber or at Town Hall.

For questions, please email.

Terése Finegan (Manager Economic Development)
Esquimalt Chamber of Commerce

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LETTER OF UNDERSTANDING TERMS AND CONDITIONS

If you are applying as the tenant of a building, please provide the following information and attach a letter of consent from the owners stating that you are allowed to make these changes and are responsible for all the costs incurred in the project.

I, _____, of _____
(Applicant) (Business/Building)

I have read the complete application and concur with and consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate architectural drawings, building permits and inspections and hiring contractors as necessary.

I agree not to involve the Township of Esquimalt in any legal action between myself and any contractors, estimators, employees, workers, or agents arising from or out of the Business Façade Improvement Program.

I consent to the Township making all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Signature: _____ Date: _____

Application received by _____ Date: _____