



## HOME OCCUPATION BUSINESS LICENCE APPLICATION

<b>Licence Number:</b>		<b>Date:</b>	
Business Name:		Open Date:	
Owner Name(s):		Phone:	
		Phone	
Manager Name:		Phone :	
Email:			Bus Phone:
Website:			
Business Location:		Mailing Address:	
Business Activities – describe what you do:			
Number of employees (including owner(s)):		Full time:	Part time:
Number of parking spaces:		Invoice Annually?	
		<input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>I/We hereby make application for a licence in accordance with the particulars stated in this application, declare the above statements are true and will comply with each and every obligation contained in all laws and Bylaws now in force or which may hereafter come into force in the Village of Pemberton.</p> <p>The Village reserves the right to suspend or cancel a business licence where the applicant has knowingly provided false information to the Village with regard to the operation, ownership or any other aspect of the business in question.</p> <p>It is understood that the Business Licence fee is payable to the Village at the time of application. Fees for approved Business Licence applications are non-refundable.</p>			
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*Name of Applicant*

*Signature of Applicant*

*Date*

Personal information you provide on this form is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing the business licence application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to Sheena Fraser, Manager of Corporate & Legislative Services ([sfraser@pemberton.ca](mailto:sfraser@pemberton.ca) or 604-894-6135).

## HOME OCCUPATION BUSINESS LICENCE APPLICATION REQUIREMENTS

### VCH PERMITTING

The following types of businesses will require Vancouver Coastal Health (VCH) approval:

- Food stores
- Food processors
- Restaurants
- Food Carts
- Pools and Hot Tubs
- Spas
- Flotation Tanks (sensory-deprivation)
- Massage
- Hair cutting
- Esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc.
- Body contouring – ultrasonic and microneedling
- Hair Removal
- Tattooing
- Piercing
- Animal slaughter for public sale (abattoirs)
- Temporary Food Events

For further information on health approvals, please contact VCH directly.

**The Business Licence Fee is due upon submission of a completed Business Licence application. Fees are non-refundable once a Business Licence has been issued.**

Please note that Business Licence must be renewed annually (see fee schedule below). If you are no longer conducting business within the Village boundaries, the Village must be notified in writing.

### HOME OCCUPATION BUSINESS LICENCE FEE SCHEDULE

Annual Business Licence Fee	\$150.00
Fire and/or Building Inspection (if applicable) Minimum Fee	\$50.00
Administrative Change Fee:	\$25.00

Business Licence Renewal Penalty:  
 Late Business Licence Renewals will be subject to a 100% penalty

### Checklist:

Sign Plan	
Parking Plan	
Licence Fee (Receipt Attached)	
Proof of Insurance	
Proof of Ownership or Strata or Landlord Permission	
VCH permit (if required)	

## HOME OCCUPATION BUSINESS LICENCE APPLICATION

I/We understand and will abide by the following provisions for home occupation businesses as set out in the Village of Pemberton Zoning Bylaw No. 832, 2018, Section 7.16, which states:

*In any zone in which a Home Occupation Use is permitted, the following conditions shall be satisfied:*

- i. The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family day care.*
- ii. The home occupation shall not involve external structural alterations to the dwelling unit or show any exterior indications that the dwelling unit is being utilized for any purpose other than that of a dwelling unit.*
- iii. The use shall not involve the storing, exterior to the building or buildings, of any materials used directly or indirectly in the processing or resulting from the processing or any product of such craft or occupation.*
- iv. The use may involve the display and the sale of a commodity that is produced on the premises; however retailing of the commodity be accessory to the home occupation use.*
- v. The use within the principal building shall occupy no more than 20% of the floor area of the principal building, up to a maximum of 50 m<sup>2</sup>, except in the A-1 Zone, it is permitted up to a maximum of 100 m<sup>2</sup>.*
- vi. The use within one or more accessory buildings shall occupy a total of not more than 50 m<sup>2</sup>.*
- vii. In no case shall the gross floor area of all buildings used for home occupation use exceed 50 m<sup>2</sup> on a parcel of land.*
- viii. The total display area of any outdoor advertising sign shall not exceed 0.4 m<sup>2</sup>.*
- ix. Not more than the equivalent of two (2) full-time persons shall be engaged in a home occupation, one (1) of which shall be a resident of the dwelling unit.*
- x. The use shall provide parking in accordance with the requirements in the applicable zone.*



- xi. No automobile, boat, or other machinery servicing or repair is permitted as a home occupation use.*
- xii. A valid Village of Pemberton business license is required.*
- xiii. In addition to the above, a home occupation use shall not discharge or emit the following across lot lines:*

  - a. odorous, toxic or noxious matter or vapours;*
  - b. heat, glare, electrical interference or radiation;*
  - c. recurring ground vibration; and*
  - d. noise levels that exceed any applicable noise regulations created by the Village of Pemberton.*

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*Name of Applicant*

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*Signature of Applicant*

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*Date*



## MUNICIPAL BUSINESS LICENCE APPLICATION – FORM E

### Business Service Listing

Thank you for your Business Licence Application. One of the added benefits to your Business Licence is a listing in the Village’s online Business Directory. With our recent website upgrade, businesses can now include their logo on their listings.

Should you wish to have your logo in your listing, please email a jpeg (72 dpi) to [admin@pemberton.ca](mailto:admin@pemberton.ca)

Take your time when completing this form as the information below will appear on online Business Directory **exactly** as provided.

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ Mobile: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

Website: \_\_\_\_\_ Email: \_\_\_\_\_

**CATEGORY (Circle up to four):**

- Accommodations     Accounting     Adventure, Recreation & Tours     Animal Services & Supplies
- Auto & Towing     Building & Construction     Childcare     Cleaning     Computers
- Consulting     Counselling     Communications & Marketing     Dining     Garden & Landscape
- General Contractor     Health & Fitness     I.T.     Medical & Dental     Merchants & Retail
- Real Estate & Property Management     Recycling     Services     Storage     Trade Contractor
- Other: \_\_\_\_\_

**BRIEF DESCRIPTION:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following information is for office use only and will not be included in the listing (please print):

\_\_\_\_\_, 20\_\_\_\_  
*Name of Applicant*                      *Signature of Applicant*                      *Date*

Position with Company: \_\_\_\_\_

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**For office use only**

Date Entered on Website: \_\_\_\_\_ By: \_\_\_\_\_



**MUNICIPAL BUSINESS LICENCE APPLICATION – FORM F**  
**Sign Permit Application**

Business Name: \_\_\_\_\_  
Business Address: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
Applicants Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Proposed location of sign on building: \_\_\_\_\_

Type of sign: \_\_\_\_\_ Size of sign: \_\_\_\_\_

Sign is to be:  New  Altered  Moved  Old

Please include the following with this sign application:

- a) Drawing(s) to scale for each side of the sign, giving all pertinent dimensions as well as the colour scheme, materials, copy and type face, and
- b) details of any surrounding framework; and
- c) large scale drawing(s) or photograph(s) showing the position of the sign painted on or attached to the building or structure together with the location of any existing signs; and
- d) a drawing showing details of the method and type of wiring, illumination (If any) and attachment to the building; and
- e) for freestanding signs, a drawing to scale showing the location on the parcel relative to the parcel lines, building's and adjacent streets, together with existing and proposed landscaping.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Manufacturer: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Name of Installer/Contractor: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Cell: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

NOTES: \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_

Compliance Officer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

