

HOME OCCUPATION BUSINESS LICENCE APPLICATION

Licence Number:		Date:	
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>			
			, 20

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 or 604-894-6135).

HOME OCCUPATION BUSINESS LICENCE APPLICATION REQUIREMENTS

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.

Checklist:

Sign Plan if applicable	<input type="checkbox"/>
Parking Plan	<input type="checkbox"/>
Licence Fee (Receipt Attached)	<input type="checkbox"/>
Confirmation of Ownership or Strata or Landlord Permission	<input type="checkbox"/>
VCH permit (if required)	<input type="checkbox"/>

HOME OCCUPATION BUSINESS LICENCE FEE SCHEDULE

Annual Business Licence Fee \$150.00

Administrative Change Fee \$25.00

Fire and/or Building Re- Inspection Fee (if applicable)

as per Fire Prevention Bylaw No. 744, 2013 and Building Bylaw No. 694, 2012, as amended or replaced from time to time

Business Licence Renewal Penalty:

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

Business operators are strongly encouraged to disclose their business operation to their home insurance providers. I acknowledge that it is my responsibility to ensure that my home insurance coverage is adequate for the use of the property as a business.

Initial: _____

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.*

Initial: _____
- 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.*

Initial: _____
- 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.*

Initial: _____
- 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.*

Initial: _____
- 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 m², except in the A-1 Zone, it is permitted up to a maximum of 100 m².*

Initial: _____
- vi. The use within one or more accessory buildings shall occupy a total of not more than 50 m².*

Initial: _____
- vii. In no case shall the gross floor area of all buildings used for home occupation use exceed 50 m² on a parcel of land.*

Initial: _____
- viii. The total display area of any outdoor advertising sign shall not exceed 0.4 m².*

Initial: _____

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.*

Initial: _____

x. *The use shall provide parking in accordance with the requirements in the applicable zone.*

Initial: _____

xi. *No automobile, boat, or other machinery servicing or repair is permitted as a home occupation use.*

Initial: _____

xii. *A valid Village of Pemberton business license is required.*

Initial: _____

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.*

Initial: _____

<i>Name of Applicant</i>	<i>Signature of Applicant</i>	<i>Date</i>		



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

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: _____

MUNICIPAL BUSINESS LICENCE APPLICATION For Office Use Only

Name of Business: _____

Application Fee Received: _____

**Attach copy of Receipt*

Received By

Received On

Department Head	<input checked="" type="checkbox"/> Report or N/A	SIGNATURE	DATE
Planning	<input type="checkbox"/>		
Building Inspector	<input type="checkbox"/>		
Fire Inspector	<input type="checkbox"/>		
Public Works Dept	<input type="checkbox"/>		
VCH	<input type="checkbox"/>		
Utilities Check	<input type="checkbox"/>		

NOTES:

Authorized for Issuance:

Manager, Corporate & Legislative Services Name *Signature* *Date*

FOR OFFICE USE ONLY

Business License Issued

Issued by *Issued on*

Fee Refunded (if applicable)

Refunded *Refunded on*

FORM E - Business Service Listing (if applicable) *by* forwarded to Communications coordinator