

Application Form – RESIDENT

APPLICATION DATE: _____

TYPE OF BUSINESS (check one box only, see page 5 for descriptions):

Commercial / Industrial

**Home Occupation
(RESIDENTIAL)**

**Home
Occupation,
(OFFICE)**

**Do you want to renew
your Business Licence
annually?**

**Child Care Facility
(COMMERCIAL)**

**Child Care Facility
(RESIDENTIAL)**

**Portable Food
Vendor**

Yes No

BUSINESS DETAILS:

Incorporated or Limited Company Name: _____

'Doing Business As' Name: _____

Business Address: _____

City: _____ Postal Code: _____

Mailing Address: _____

City: _____ Postal Code: _____

Business Phone: _____ Website: www. _____

Business Email (required): _____

BUSINESS OWNER/MANAGER DETAILS:

Primary Business Owner – Full Name (please print): _____

Home Address: _____

City _____ Postal Code: _____

Mailing Address: _____

City _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Secondary Business Owner (if applicable) – Full Name (please print): _____

Home Phone: _____ Cell Phone: _____

OFFICE USE ONLY:

ZONING:		CLERK 4 AUTHORISED:	
NAICS CODE:			
BUILDING:		COMMENTS/CONDITIONS OF LICENCE:	
FIRE:			
VCH:		APPROVED BY BUILDING INSPECTOR:	
WATER:			
ELECTRICAL:		DATE APPROVED:	
PARKING:		BUSINESS LICENCE NUMBER:	

PREVIOUS BUSINESS LICENCE(S):

- Have you previously held a Business Licence in Squamish: No Yes
- Previous Business Licence No.: _____

BUSINESS DESCRIPTION AND OPERATION DETAILS:

- Type of Business: _____
- If you are a Temporary Commercial Vendor, what dates will your business be open? _____
- Number of Employees (working in Squamish): _____
- Will your business create any discharge or emission of odorous, toxic or noxious vapours or matter, heat, glare, radiation, electrical interference, or noise? No Yes

If yes, please briefly describe what they are and what steps you have/will take to mitigate:

Describe any alterations to the home or premises that might be required to facilitate your business.

- Have you applied for a Building Permit? No Yes Date: _____
- Are you proposing to post a sign? No Yes

If Yes, you must apply for a Sign Permit. Application forms available under Guides & Forms at www.squamish.ca.

- If your business is construction, check the type of construction:
 Residential Non-Residential Both

For specific types of businesses, you are required to provide the following proof of certification or authorization (depending on the nature of your business, you may also be required to provide additional documentation):

- Plumbing Business:** Trade Qualification Number: _____
- Electrical Business:** Electrical Contractor’s Licence Number: _____
- Alarm Business:** HST Registration Number: _____
- RMT Business:** Registration Number: _____
- Auto Sales Business:** VSA Licence Number: _____
- Commercial Kitchen**

Describe in detail the nature of your business and the intended use of the premise (both primary and accessory), including: activities involved; materials and equipment used; methods of operation; and distinctive lines of products and/or services.

**! Please attach a sketch of your proposed business floor area including area measurements, location of washrooms, and exits when submitting this application form.
(This is not required for Home Occupation, Office.)**

COMMERCIAL/INDUSTRIAL ONLY:

- Total area of business: _____ square metres (m²) or _____ square feet (sqft)
- Total No. of off-street parking spaces: _____
- For restaurants, esthetians, hair salons, dentists, barbers or health spas - how many chairs does your business have? _____

LANDLORD INFORMATION:

Contact Name: _____

Company: _____

Contact Phone Number: _____

HOME OCCUPATION / HOME-BASED BUSINESSES ONLY (does not apply to Commercial / Industrial Businesses):

Describe which room(s) will be used in the operation of the home occupation and how these rooms will be used. For example, garage will be used to store supplies, or den will contain desk and file cabinets:

If trucks or other equipment will be used in your home occupation, where will they be parked while not in use?

Will the home occupation involve the use of commercial vehicles or trailers for delivery of materials to or from the premises: No Yes If yes, describe frequency: _____

Please complete the following section if people will come to your home to obtain any products or utilize any service connected with the proposed home occupation activity (for HOME OCCUPATION RESIDENTIAL ONLY):

Describe the expected customer frequency: _____

Does your dwelling unit contain a secondary suite? No Yes

What size is the room(s) and/or accessory building where you home occupation will be conducted?

Room 1: Type of Room: _____ Size: _____ (m²) _____ (ft²)

Room 2: Type of Room: _____ Size: _____ (m²) _____ (ft²)

Room 3: Type of Room: _____ Size: _____ (m²) _____ (ft²)

What is the total area of your home? _____ square meters (m²) **or** _____ square feet (ft²)

Describe how, where and in what amounts the material, supplies and/or equipment related to your proposed home occupation will be displayed or stored:

REQUIRED: AUTHORITY FROM LANDOWNER - REQUIRED FOR ALL HOME-BASED BUSINESSES

Required: Full Name of Landowner (please print)

Required: Signature of Landowner

MM / DD / YYYY
Date

I/we the undersigned confirm as the business owner(s)/agent for the owner(s) that the above-noted information is correct and agrees to comply with ALL relevant provisions of the Licence Bylaw No. 2455, 2016 and other applicable district bylaws.

Full Name of Applicant (please print)

Signature of Applicant

MM / DD / YYYY
Date

Please list any persons whom you grant authority to make alterations to your business licence:

**Complete applications can be sent to businesslicence@squamish.ca or dropped off at Community Planning, Municipal Hall.
Please call 604.815.5014 for any queries.**

GLOSSARY:

CHILD CARE FACILITY means a use or facility providing for the care of children licensed according to the Child Care Licensing Regulation under the Community Care and Assisted Living Act.

CHILD CARE FACILITY, RESIDENTIAL means the use of a dwelling unit for the care of not more than 16 children, licensed according to the Child Care Licensing Regulation under the Community Care and Assisted Living Act.

HOME OCCUPATION, RESIDENTIAL means any occupation carried on for financial gain or otherwise, in or from a Dwelling Unit or accessory building in a Residential zone, which use is separate and subordinate to the use of the dwelling unit for residential purpose, shall not alter the residential character of the area, and subject to the home occupation provisions of this Bylaw. Home Occupation, Residential includes but is not limited to:

- a) Home Occupation, Office;
- b) Child Care Facility, Residential;
- c) a home business that brings no more than one client at a time to the residence (i.e. massage therapy or hair styling); and
- d) dog day care of three dogs or less. (*Bylaw 2433, 2016*)

HOME OCCUPATION, OFFICE means an office within a Dwelling Unit or Secondary Suite that is used to provide the following or similar type services: accounting and bookkeeping, research, business, marketing, design, computer, travel or financial consultant, janitorial service, contractor and tradesman, newspaper preparation, security service, recreation service, arts and crafts, but excludes the carrying out of anything that generates nuisance outside the residential unit or employs more than two work vehicles

The information on this form is collected under the authority of the Development Procedures & Fees Bylaw (1446, 1997) and is used to process your application. If you have any questions about the collection and use of this information, please contact the Information and Privacy Coordinator at the District of Squamish on 604.815.5006 or email privacy@squamish.ca.

Paper copy only: Refer to scanned file for original email confirmations and correspondence