Business Licence

Application Form – Home Based Business

SQUAMISH
HARDWIRED *for* ADVENTURE

Application Date: _____

TYPE OF BUSINESS (check one box only):

☐ Home Occupation Office ☐ Home Occupation Residential ☐ Childcare Facility (Residential)

Do you want to renew your Business Licence annually? ☐ No ☐ Yes

If you select NO, your licence will expire on December 31, and you will need to reapply next year.

BUSINESS DETAILS:

Company Name (if incorporated, a Certificate of Incorporation is required):

_____

Trade Name: _____

Business Address: _____

City: _____ Postal Code: _____

Mailing Address (include your PO Box): _____

City: _____ Postal Code: _____

Phone: _____ Email (required): _____

BUSINESS OWNER DETAILS:

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

Home Address: _____

City: _____ Postal Code: _____

Mailing Address (include your PO Box): _____

City: _____ Postal Code: _____

Home Phone: _____ Cell Phone: _____

Secondary Business Owner 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:	

BUSINESS DESCRIPTION:

Type of Business: _____

Have you previously held a Business Licence in Squamish? ☐ No ☐ Yes

If yes, what was your previous Business Licence Number: _____

Number of Employees (working in Squamish): _____

Describe the nature of your business including: activities involved; materials and equipment used; methods of operation; and any distinctive lines of products and/or services.

Trade Qualification or Provincial Registration Number: _____
eg Plumber, Electrician, Gasfitter, RMT, PT, DCM, VSA etc

If your business is construction, please confirm the type of construction:

☐ Residential ☐ Non Residential ☐ Both

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

Will you be making any alterations to the Premises? ☐ No ☐ Yes

If yes, have you applied for a Building Permit? ☐ No ☐ Yes

Are you proposing to post a Sign? ☐ No ☐ Yes

If yes, you must apply for a Sign Permit. Application forms are available at www.squamish.ca

Complete this Section if customers will come to your home to obtain any products or services that you offer:

How often do you expect to have customers come to your home? _____

Does your dwelling unit contain a secondary suite? ☐ No ☐ Yes

Total area of your home in square metres: _____

Number of Chairs: _____

Required for hair salons, barbers, health spas and estheticians

OPERATIONAL DETAILS (ALL APPLICATIONS):

Describe which room(s) will be used in the operation of the home occupation and how these rooms will be used. Include where and in what amounts the materials, supplies and/or equipment will be displayed and/or stored.

Provide the area of the room(s) and/or accessory building where your business will be conducted:

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

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

If trucks or other equipment will be used, where will they be stored while not in use?

_____

Will your business involve the use of commercial vehicles or trailers for delivery of materials or goods to or from the premises? ☐ No ☐ Yes

If yes, how often: _____

REQUIRED: AUTHORITY FROM LANDOWNER:

☐ Applicant is Landowner

For office use only: ☐ Ownership Confirmed

Name of Landowner (please print)	Signature of Landowner	Date
_____	_____	_____

Please list any person to whom you grant authority to make changes to your business Licence:

_____

Incomplete Applications will not be accepted.

SIGNATURES REQUIRED ON NEXT PAGE

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 *Business Licence Bylaw*.

Name of Applicant (please print)	Signature of Applicant	Date

This form is used to collect business information for the purpose of processing a Business License application. Our intention is not to collect personal information but if collected, the collection, use and disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. The information collected will be retained and disposed of according to the District of Squamish *Records Retention and Disposal Bylaw* No. 2622, 2019 and the District of Squamish *Records Classification and Retention Schedule*. Please note that this information might be shared with third parties for enforcement purposes. If you have any questions, please contact the Information and Privacy Supervisor at 604-815-4948.

Completed forms can be emailed to businesslicence@squamish.ca or dropped off at Community Planning

GLOSSARY:

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 daycare 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. (Bylaw 2433, 2016) (Bylaw 2607, 2018