



SCHEDULE A – BUSINESS LICENCE APPLICATION FORM

This application is submitted for the following:

- | | |
|--|--|
| <input type="checkbox"/> New Business | <input type="checkbox"/> Change of Address |
| <input type="checkbox"/> Change of Ownership | <input type="checkbox"/> Change of Name |

Type of Business: (indicate one)	Fee
<input type="checkbox"/> Home Based	\$ 50.00
<input type="checkbox"/> Intermunicipal	\$100.00
<input type="checkbox"/> Commercial - Small (464.5 sq.m./5,000 sq.ft.) or less of gross floor area of buildings used for business	\$125.00
<input type="checkbox"/> Commercial - Large (more than 464.5 sq.m./5,000 sq.ft.) of gross floor area of buildings used for business	\$250.00
<input type="checkbox"/> Non-Resident	\$100.00
<input type="checkbox"/> Daily - per day	\$ 50.00
<input type="checkbox"/> Direct Seller	\$ 50.00
<input type="checkbox"/> Peddler	\$ 50.00

Business Name: _____	
Nature of Business: _____	
Owner(s) Licencee(s) Name(s) _____	
Ownership type (check one): <input type="checkbox"/> proprietorship <input type="checkbox"/> corporation <input type="checkbox"/> partnership	
Contact Person: _____	
Business Location: _____	
Business Mailing Address: _____	
Business Phone No. _____ Fax No. _____ Email _____	
Business Start Date: _____	
Trade Qualification Number _____	
Are you renovating or altering the premises? YES _____ NO _____ Building Permit No. _____	
<p>The undersigned owner/authorized agent of the owner makes an application as specified herein, and declares that the information submitted in support of the application is true and correct in all respects.</p> <p>Applicant's Signature _____ Date _____</p>	

FOR OFFICE USE ONLY:

Date:	Received By:	File No:	Total Fees:
<input type="checkbox"/> Required Documents and Plans		<input type="checkbox"/> Additional Information Required (see Page 2)	
Department	Approval	Date	Comments
Planning			
Engineering			
Building			
Fire			
Police			
Health			
Licence Number:		Licence Year:	

INFORMATION REQUIREMENTS

Required by District Staff (if checked)

- Site plan
- Location, numbering and dimensions of all vehicle and bicycle parking and disabled persons' parking, manoeuvring aisles, vehicle stops & loading bays
- Other reports or information as required (description below)

For guidelines for home based business see **Bylaw 270, Sooke Zoning Bylaw, 2006:**

"5.15 Home Based Business Regulations

- a. The *home-based business use* shall only be conducted by a resident on the *lot* and shall not employ more than two additional non-resident persons on a *lot*;
- b. The *home-based business use* shall not involve exterior storage or display of any material or equipment associated with the *home-based business*;
- c. The maximum *floor area* that may be used for *home-based business use*, including *office space*, storage, processing or sale, shall not exceed 50 m² or 40% of the *floor area* of the *dwelling* on the *lot*, whichever is less;
- d. The *home-based business use* shall not produce any hazard, offensive odour, noise, dust, smoke, glare, toxic or noxious matter, heat, electrical interference, fire hazard, litter, additional waste, floodlighting, vibration, excessive customer or service traffic, or create a nuisance of any kind other than that normally associated with a *dwelling* or *residential use*, and in particular:
 - i. No *home-based business* shall generate sound from machinery that is audible at the *lot line* of the *lot* on which the *home-based business* is located;
 - ii. No *home-based business* shall generate more than ten (10) motor vehicle trips per day;
 - iii. All *parking* associated with the *home-based business use* shall be contained on the *lot*;
- e. The *home-based business use* shall be clearly subservient and incidental to the use of the *dwelling unit* for *residential* purposes and to the *residential use* of the *lot* on which the *dwelling* is located;
- f. The *home-based business use* shall be conducted entirely within a *dwelling* unit or within a permitted *accessory building*;
- g. There shall be no variation of the external *residential* appearance of the land and premises in which the *home-based business* is carried on except that:
 - i. One non-illuminated sign per *lot* shall be permitted and shall not exceed 0.4 m² in sign area;
- h. All articles sold through a *home-based business* shall be produced on the *lot* and no retail activity of any other materials or goods shall occur except that articles manufactured off site may be sold through a *home-based business* in an office setting provided that all distribution of articles is carried out off site by persons employed in the *home-based business*;
- i. The *home based business* shall not be operated in a manner that generates more than two client visits at any one time or more than 10 client visits per day;
- j. No more than one identifiable commercial utility trailer nor one commercial vehicle shall be stored or parked on a lot or the adjacent roadway at one time in connection with the operation of the business;
- k. Any *home based business use* must comply with all municipal, regional, provincial and federal, and all environmental protection regulations;
- l. No off-site *parking* shall be permitted;
- m. The following uses are prohibited as a *home based business*:
 - i. Auto repair on lots 2,000 m² in area or smaller;
 - ii. Auto repair outside of an enclosed building;
 - iii. Heavy equipment repair;
 - iv. Autobody work;
 - v. Welding or steel manufacturing;
- n. Off-site parking is not permitted in relation to the operation of a home-based *business*."