

## HOME OCCUPATION BUSINESS LICENCE APPLICATION

<b>Licence Number: Office Use Only</b>		<b>Application Date:</b>	
<b>Business Name:</b>		<b>Open Date:</b>	
<b>Owner Name(s):</b>		<b>Phone:</b>	
		<b>Phone:</b>	
<b>Manager Name:</b>		<b>Phone :</b>	
<b>Email:</b>			
<b>Website:</b>			
<b>Business Location:</b>		<b>Mailing Address:</b>	
<b>Business Activities – describe what you do:</b>			
<b>Is this an Auxiliary Business to another Business?</b>	YES	NO	
<b>Number of employees (including owner(s)):</b>	<b>Full time:</b>	<b>Part time:</b>	<b>Seasonal:</b>
<b>Invoice Annually*?</b>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
<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>			
<i>Name of Applicant</i>	<i>Signature of Applicant</i>	<i>Date</i>	

## 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, please notify the Village so that the Business can be noted as closed.

### Application Checklist

<input type="checkbox"/> LICENCE FEE	<input type="checkbox"/> VCH PERMIT
<input type="checkbox"/> STRATA PERMISSION	<input type="checkbox"/> PARKING PLAN
<input type="checkbox"/> CONFIRMATION OF OWNERSHIP OR LANDLORD PERMISSION	<input type="checkbox"/> OTHER

### Fee Schedule

Annual Licence Fee	<b>\$150.00</b>
Annual Licence fee, application received after October 1st	<b>\$75.00</b>
Auxiliary Business Licence	<b>\$50.00</b>
Administrative Fee (for changes made to business licence account such as change of name or change of address)	<b>\$25.00</b>
Late Payment Fee (for licence renewals if fee received after January 31 <sup>st</sup> )	<b>25%</b>
Reinspection Fees as per Fire Prevention Bylaw No. 744, 2013, and Building Bylaw 867, 2019	

#### VCH PERMITTING IS REQUIRED FOR:

- Food stores, food processors, temporary food events, restaurants, food carts;
- Pools and Hot Tubs, spas, Flotation Tanks (sensory-deprivation)
- Hair cutting, esthetics – including nail treatments, makeup, waxing, permanent makeup, foot baths etc., body contouring, hair removal, tattooing, piercing;
- Community Care Facilities including childcare;
- Animal slaughter for public sale (abattoirs)

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

## HOME OCCUPATION BUSINESS LICENCE Acknowledgement of Owner

**I acknowledge that it is my responsibility to ensure that my home insurance coverage is adequate for the business use of the property.**

**I 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, which states:**

	INITIAL
The activities shall be conducted entirely within the principal building or accessory building except where such activity involves horticulture or a family daycare.	
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.	
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 of any product of such craft or occupation.	
The use may involve the display and the sale of a commodity that is produced on the premises; however, retailing of the commodity shall be accessory to the home occupation use.	
No more than the equivalent of two full time persons shall be engaged in a home occupation, one of which shall be a resident of the dwelling unit.	
The use shall provide parking in accordance with the requirements in the applicable zone.	
The use shall not discharge or emit the following across lot lines: <ul style="list-style-type: none"> <li>• Odorous, toxic or noxious matter or vapours</li> <li>• Heat, glare, electrical interference or radiation</li> <li>• Recurring ground vibration</li> <li>• Noise levels that exceed any applicable noise regulations of the Village of Pemberton.</li> </ul>	

*Name of Applicant*

*Signature of Applicant*

*Date*

## Business Service Listing

Thank you for your Business Licence Application. One of the benefits of your business licence is a listing in the Village's public online Business Directory.

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:	
Website:		Email:	

Business Category (Select One Only)		
<input type="checkbox"/> Accommodations	<input type="checkbox"/> Accounting & Bookkeeping	<input type="checkbox"/> Adventure, Recreation & Tours
<input type="checkbox"/> Artist & Dance Studios	<input type="checkbox"/> Arts, Culture & Heritage	<input type="checkbox"/> Automotive & Towing
<input type="checkbox"/> Bed & Breakfast	<input type="checkbox"/> Building & Construction	<input type="checkbox"/> Childcare
<input type="checkbox"/> Chiropractic, Massage and Physiotherapy	<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Communications, Marketing & Event Management
<input type="checkbox"/> Community Group	<input type="checkbox"/> Computers & I.T.	<input type="checkbox"/> Consulting
<input type="checkbox"/> Contractor	<input type="checkbox"/> Cultural Map	<input type="checkbox"/> Financial Institution
<input type="checkbox"/> Garden & Landscape Services	<input type="checkbox"/> Gas Station	<input type="checkbox"/> Grocery Store
<input type="checkbox"/> Health & Fitness	<input type="checkbox"/> Medical & Dental	<input type="checkbox"/> Merchants & Retail
<input type="checkbox"/> Real Estate & Property Management	<input type="checkbox"/> Restaurants & Dining	<input type="checkbox"/> Services
<input type="checkbox"/> Storage	<input type="checkbox"/> Tourism	

### BRIEF DESCRIPTION:

By signing below, I acknowledge that the information provided on this form will be published on a public website:

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

### For office use only

Date Entered on Website:	By:
_____	_____



**For Office Use Only**

Name of Business: \_\_\_\_\_ Licence Type: \_\_\_\_\_

Application Fee Received: \_\_\_\_\_

*\*Attach copy of Receipt*

*Received By*

*Received On*

Department	<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

Auxiliary to another business: <input type="checkbox"/> YES <input type="checkbox"/> NO

Authorized for Issuance:

\_\_\_\_\_  
Manager, Corporate & Legislative Services, Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**FOR FINANCE USE ONLY**

Business License Issued

*Issued by*

*Issued on*

Fee Refunded (if applicable)

*Refunded*

*Refunded on*