
INFORMATION AND GUIDE FOR BUSINESS LICENCE APPLICATIONS

Business Licence Required

- It is in contravention of the District regulations to engage in business in the District of North Vancouver without first obtaining a business licence.
- The licence is valid only for the legal entity listed on the licence.
- A business licence is required for all businesses based in the District, including non-profit organizations, as well as for business that are based elsewhere and conducting business in this municipality.
- The application form must be FULLY completed before it can be processed.
- The full business licence fee is to be paid with the application. The fee includes a non-refundable processing fee of \$20.00 for non-resident businesses and home-occupations, and a \$75.00 non-refundable fee for any other resident business.
- Renewal date for business licences is January 1st of each succeeding year.
- A business licence does not authorise the holder to conduct business in violation of the Zoning Bylaw. All applications are reviewed for compliance.
- Resident commercial businesses will require inspections by the building, electrical, mechanical, and fire departments, which will determine if the property requires permits to bring the premises into compliance. A business licence will only be issued once all inspections have been conducted and approved.
- An inspection by the North Shore Health Department will also be required when a business involves the handling of food or personal services such as beauty salons, and restaurants.
- Business licences are non-transferable and a new application must be made if ownership or location of business changes.

***Note: On August 1st of each year, all business licence fees are prorated to a half-year rate.**

INSTRUCTIONS FOR COMPLETING THE BUSINESS LICENCE APPLICATION

- **Application Type:**
 - Check applicable section.
- **Type of Ownership:**
 - Check applicable box, and include Registration Number for Corporation or Limited Company.
*Non-profit organizations must submit a copy or registration certificate under the Society Act with their application.
- **Legal Name of Business:**
 - Provide the FULL legal business name, including addresses and phone numbers.
 - Sole Proprietorship or Partnership: list last name, first name, middle initial.

- Corporation, Limited or Incorporated: list business name as filed with Corporate Registry of the Province of B.C.
 - Business Co-operative: as filed with the Corporate Registry of the Province of B.C.
 - Society: as registered under the Society Act.
- **Business Operating Name:**
 - Commonly referred to as “doing business as” for a business when the operating name is different than the legal name.
 - **Physical Location of Business:**
 - The address of the actual location where the business is taking place.
 - **Contact Name:**
 - Complete name, address, and telephone numbers.
 - **Mailing Address of Business:**
 - If the mailing address is different than the physical location of business, this section must be completed.
 - **Trades Qualification Numbers:**
 - Trades qualification numbers must be provided for certified contractors.
 - **Start Date:**
 - The date that is anticipated for the commencement of the business.
 - **Description of Business:**
 - Describe fully, the exact nature of the business and the work that will be conducted on the premises.
 - **Commercial/Industrial:**
 - This section must be completed for ALL commercial or industrial business applications. Complete each field including area in SQUARE METRES.
 - **Home Occupation:**
 - This section must be completed for every home occupation, including area of home used for the business in SQUARE METRES.
 - **Bed and Breakfast:**
 - This section must be completed if the business is a bed and breakfast. Please refer to the “**Bed and Breakfast Information Package**”.

Complete the remaining Business Licence Application as required.

Owner or Duly Authorized Agent must sign and date the application.

***Note: Prior to the processing of a Business Licence application, any requirements as listed above must be completed before an application is accepted.**

For information on how or where to register or incorporate a business, contact the provincial Registrar of Companies, PO Box 9431 Stn Prov Gov, Victoria, BC V8W 9V3, 250-387-7848, fax 250-356-0206 or visit their website at www.fin.gov.bc.ca/registries/corppg/ or their agency the "One-Stop Access Centre" at 129 W 1st St, North Vancouver www.bcbusinessregistry.ca

ZONING BYLAW HOME OCCUPATION REGULATIONS

Home Occupations are regulated by The District of North Vancouver's Zoning Bylaw, (1965). Persons intending to operate a home occupation must comply with these regulations and must obtain a business license. The following is a summary of the home occupation regulations at the time of printing. For official requirements, please refer to the Zoning Bylaw.

(1) What is a Home Occupation?

"Home Occupation" means any occupation or profession conducted for gain in a dwelling unit, except that a swim school may be operated outside of a dwelling unit, and includes the operation of a child care facility for not more than twenty children.

(2) What are the regulations governing a home occupation?

- Home occupations, excepting Bed and Breakfasts, shall be in conformity with the following regulations:
- the residential character of the building containing a home occupation shall be maintained and the home occupation shall not occupy more than 20% of the total gross floor area, or 46 Sq. Meters (495 Sq. Ft.), whichever is lesser;
- all materials, equipment and products associated with the home occupation shall be stored or parked within a building;
- no vibration, noise, heat, glare, odour, or electrical interference shall be detectable from outside the premises, and no excessive traffic or air pollution shall be generated by the occupation;
- no operations, displays, or signs shall be visible from outside the premises, with the exception of a single name plate not exceeding one sq. ft. in area;
- the occupation shall be conducted by a resident of the dwelling unit, and a total of not more than two persons shall be engaged in the occupation on the premises;
- no commodity shall be sold on the premises except that which is made on the premises;
- no more than two home occupations shall be conducted from the premises, except where the premises contains a bed and breakfast business, in which case only one home occupation is permitted;
- in the case of the offices of firearms manufacturer's agents, no firearms or ammunition are permitted to be manufactured, stored, assembled or displayed on, or distributed from the premises;
- gun shops are prohibited as home occupations;
- social escort services are prohibited as home occupations;

A "**Bed and Breakfast**" business is permitted subject to the conditions set out in Section 405A of The District of North Vancouver Zoning Bylaw. Please refer to the "***Bed & Breakfast***" information on our website.

For "**Child Care Facilities**" please refer to the "***Child Care: Establishing a Child Care Facility***" information on our website.