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.
o Corporation, Limited or Incorporated: list business name as filed with Corporate Registry of the Province of B.C.

o Business Co-operative: as filed with the Corporate Registry of the Province of B.C.

o Society: as registered under the Society Act.

➢ Business Operating Name:
  o Commonly referred to as “doing business as” for a business when the operating name is different than the legal name.

➢ Physical Location of Business:
  o The address of the actual location where the business is taking place.

➢ Contact Name:
  o Complete name, address, and telephone numbers.

➢ Mailing Address of Business:
  o If the mailing address is different than the physical location of business, this section must be completed.

➢ Trades Qualification Numbers:
  o Trades qualification numbers must be provided for certified contractors.

➢ Start Date:
  o The date that is anticipated for the commencement of the business.

➢ Description of Business:
  o Describe fully, the exact nature of the business and the work that will be conducted on the premises.

➢ Commercial/Industrial:
  o This section must be completed for ALL commercial or industrial business applications. Complete each field including area in SQUARE METRES.

➢ Home Occupation:
  o This section must be completed for every home occupation, including area of home used for the business in SQUARE METRES.

➢ Bed and Breakfast:
  o 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.