



# TOWN OF VIEW ROYAL

## Licensing Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Phone: (250) 479-6800 Fax: (250) 727-9551

E-mail: [businesslicences@viewroyal.ca](mailto:businesslicences@viewroyal.ca)

# Business License Application

Date received: \_\_\_\_\_

- New Business Application** **Business Start Date:** \_\_\_\_\_
- Change of Address** Current Address: \_\_\_\_\_
- Change of Ownership** Previous Owners: \_\_\_\_\_
- Change of Name** Current Name: \_\_\_\_\_

### LICENCE INFORMATION:

Business Name: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Owner(s) / Licensee(s): \_\_\_\_\_

Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Location (include postal code) \_\_\_\_\_

Mailing Address (if different from above) \_\_\_\_\_

Business Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email : \_\_\_\_\_

\_\_\_ Commercial Location \_\_\_ Residential Location Are there any other business licences at this location? **N Y**

TYPE OF BUSINESS: \_\_\_ Home Crafts \_\_\_ Apartments \_\_\_ Non-resident

\_\_\_ Commercial less than 465 sq metres \_\_\_ Liquor Store \_\_\_ Inter-municipal

\_\_\_ Commercial more than 465 sq meters \_\_\_ Daily / Event \_\_\_ Drug Paraphernalia Sales

\_\_\_ Home Occupation LVL1 LVL2 LVL3 \_\_\_ Non-Profit

Trade Qualification Number: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

### Please list the number of each that apply:

Employees (not including yourself) : \_\_\_\_\_ Vehicles used for Business \_\_\_\_\_ Gross Weight \_\_\_\_\_

Are you renovating premises?: **Y N** Are you installing a sign? **Y N** Secondary Suite at this location? **Y N**  
(\* if yes, a **Building Permit** may be required) (\* if yes, a **Sign Permit** will be required) (\* if yes, a **Parking Plan** will be required)

I hereby make application for a Business Licence in accordance with the above particulars and agree to comply with the provisions of the Business Licence and Regulation Bylaw No. 952, 2016 as amended from time to time.

The personal information collected on this form will be used for this Business Licence Application. The personal information collected on this form is collected under the authority of the *Community Charter* and the Business Licence and Regulation Bylaw No. 952, 2016. Any questions should be addressed to the Business Licence Inspector.

For home occupation guidelines (from *Zoning Bylaw No. 900, 2014*) see attached.

**Signature of Applicant:** \_\_\_\_\_ **Date :** \_\_\_\_\_



## **Application Checklist**

---

- Completed Application Form**
- Parking Plan** (Required if there is a Secondary Suite, OR you are applying for a Level 2 or Level 3 Home Occupation)
- Letter of Authorization** (Required if you are not the property owner of a residential location)
- Sign Permit Application** (Required if installing a sign)
- Proof of Insurance** (Required for Daily or Event license applications)
- Application Fee** (Required at time of application)

## **Fee Schedule**

<b><u>Classifications</u></b>	<b><u>Fees</u></b>
1. Home Crafts*	\$ 50.00
2. Home Occupation	\$100.00
3. Non-Resident	\$ 100.00
4. Commercial – small – less than 464 Sq. Meters (5,000 Sq. ft.)	\$ 100.00
5. Commercial – large – 465 sq. Meters (5,000 Sq. ft.) and larger	\$ 200.00
5. Apartments – fee per apartment unit	\$ 15.00
7. Pub	\$ 500.00
8. Liquor Sales	\$ 300.00
10. Drug Paraphernalia Sales	\$ 2000.00
10. Daily	\$25.00/day
Inter-municipal License	\$100.00

\*Bylaw No. 952, 2016 defines home crafts as “articles made by hand such as jewelry, dolls, woodcrafts, stuffed animals, holiday art, toys, greeting cards, candles, soap, flower arranging, clothing and fabric art.

## **Home Occupation Classifications as per (*Zoning Bylaw No. 900, 2014*)**

### **4.2 HOME OCCUPATION**

#### **4.2.1 All home occupations, where permitted by this Bylaw, are subject to the following conditions:**

- a) be accessory to the principal use of the dwelling unit for residential purposes.
- b) be carried out wholly within the dwelling unit or within an accessory building.
- c) produce no offensive noise, smoke, dust, odour, glare or electrical interference.
- d) be carried on with no exterior indication of the home occupation as a result of outdoor storage, the display of goods or services or lighting; with the exception of signage which complies with regulations of this Bylaw and the Sign Bylaw.
- e) not use materials or processes that produce flammable or explosive vapours or gases under ordinary temperatures.
- f) not involve the sale or display of any goods, wares, merchandise or foodstuffs which are not produced or made on the lot.
- g) not involve storage of materials outside the dwelling unit or accessory building, which are used directly for the processing or result from the processing of any product of the home occupation.
- h) not require delivery of materials or commodities in such bulk or quantity as to require more than one delivery per week by commercial vehicles or trailers.
- i) not generate any increase in traffic or on-street vehicle parking in excess of that which is ordinarily generated by the residential use of the lot on which the home occupation is located.

- j) not involve alterations to the dwelling that would change the character of the building as a dwelling.
- k) not constitute an agriculture use for purposes of property assessment.
- l) not permitted on a lot with a small daycare, a large daycare use, or any facility licensed under the Community Care and Assisted Living Act. The following uses are specifically prohibited as a home occupation:
  - i) Combustion engine servicing and repair;
  - ii) Clubs;
  - iii) Kennels;
  - iv) Radio Dispatch Services, which require on-lot commercial vehicles;
  - v) Restaurants;
  - vi) Retail Stores;
  - vii) Salvage and Recycling Lots; and
  - viii) Storage Lots.

**4.2.2 Where permitted by this Bylaw, only one of the following three levels of home occupation is permitted within a dwelling unit.**

**4.2.3 A Level 1 Home Occupation is subject to the following conditions:**

- a) A Level 1 Home Occupation is permitted within any dwelling unit, and must not occupy more than 20% of the floor area of the dwelling unit to a maximum of 37m<sup>2</sup>.
- b) Only persons who reside in the dwelling unit are permitted to engage in the home occupation.
- c) A Level 1 Home Occupation must not generate more than one client or customer visit to the lot within or from which it is being operated on any calendar day.
- d) Signage is not permitted on the exterior of the lot or buildings to indicate the presence of a home occupation.
- e) No additional parking is required for a Level 1 home occupation.
- f) Where a secondary suite is permitted in this Bylaw, both a secondary suite and a Level 1 home occupation are permitted on the same lot, subject to size, parking and building regulations.
- g) Level 1 Home Occupations must be one of the following uses:
  - i) Artist studio;
  - ii) Home crafts, for display and sale off-lot;
  - iii) Office;
  - iv) Photographer;
  - v) Web designer;
  - vi) Writer.

**4.2.4 A Level 2 Home Occupation is subject to the following conditions:**

- a) A Level 2 Home Occupation is permitted within a residential single detached unit, and must not occupy more than 40% of the floor area of the dwelling unit to a maximum of 74m<sup>2</sup>. For clarity, a Level 2 Home Occupation is not permitted in a residential multiple unit, secondary suite or manufactured home.
- b) Only persons who reside in the dwelling are permitted to engage in the home occupation.
- c) A Level 2 Home Occupation must not generate more than two client or customer visits to the lot within or from which it is being operated at any given time.
- d) Signage is not permitted on the exterior of the land or buildings to indicate the presence of a home occupation.
- e) One additional off-street parking space is required to be provided for the Level 2 Home Occupation, subject to parking size and location requirements in this Bylaw.
- f) Where a secondary suite is permitted in this Bylaw, both a secondary suite and a Level 2 home occupation are permitted on the same lot, provided that the minimum lot size is 850m<sup>2</sup>, and subject to parking and building regulations.
- g) Level 2 Home Occupations must be one of the following uses:
  - i) All Level 1 Home Occupations;
  - ii) Personal and professional services
  - iii) Teaching or tutoring, provided that attendance is limited to 2 persons at a time; or
  - iv) Small equipment repair.

**4.2.5 A Level 3 Home Occupation is subject to the following conditions:**

- a) A Level 3 Home Occupation is permitted within a residential single detached unit, and must not occupy more than 40% of the floor area of the dwelling unit to a maximum of 93m<sup>2</sup>. For clarity, a Level 3 home occupation is not permitted in a residential multiple unit, secondary suite or manufactured home.
- b) The minimum lot size of a Level 3 Home Occupation is 1,000m<sup>2</sup>.
- c) A maximum of one non-resident employee is permitted to be engaged in the level 3 home occupation along with the home occupant.
- d) A Level 3 Home Occupation must not generate more than five client or customer visits to the lot within or from which is being operated at any given time
- e) Signage is permitted on the exterior of the land or buildings to indicate the presence of a home occupation, in accordance with this Bylaw and the Sign Bylaw.
- f) For a Level 3 Home Occupation, two additional off-street parking spaces are required to be provided, subject to parking size and location requirements in this Bylaw
- g) A secondary suite is not permitted on the same lot as a Level 3 Home Occupation.
- h) Level 3 Home Occupations must be one of the following uses:
  - i) All Level 1 Home Occupations;
  - ii) All Level 2 Home Occupations;
  - iii) Bed and Breakfast, as further regulated under Section 4.3
  - iv) Boarders;
  - v) Teaching or tutoring, provided that attendance is limited to 5 persons at a time; or
  - vi) Counselling.