



S.A.Y. Lands Office

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APPLICATION FOR BUSINESS PERMIT FOR ACCESSORY HOME OCCUPATION, COTTAGE INDUSTRY AND NON-RESIDENT

<input type="checkbox"/> New Application	<input type="checkbox"/> Change of Address	<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Change of Name
Please indicate the dwelling type in which Business will occur – please refer to page 2 for restrictions and signature			
<input type="checkbox"/> Single Family Detached Dwelling, Manufacture Home			
<input type="checkbox"/> Duplex, Townhouse, Rowhouse, Single family Attached, Coach House, Garden Suite, Residential			
<input type="checkbox"/> Apartment, Dormitory, Congregate Living Housing, Secondary Suite, Manufactured Home in association with a Mobile Home Park use			
<input type="checkbox"/> NON-RESIDENT (Signature on page 2 required, however restrictions within Declaration do not apply)			
Name of Business			
Type of Business (Please Provide brief Description)			
Area to be used for Business purposes (in square feet or M ²)			
Incorporation #			
Name of Business Owner			
Business Address			Postal Code:
Home Address of Business Owner			Postal Code:
Mailing Address			
Business Phone		Fax:	
Home Phone		Email:	

FOR OFFICE USE ONLY

Gross Floor Area:			N.A.I.C.S. Code:	
No. of Employees:			Zoning:	
Motor Dealer Licence:			Accessory Home Occupation:	
Trade Qualification # / ASTTBC #:			Cottage Industry:	
Approvals	Inspector	Date	<input type="checkbox"/> Health Department	<input type="checkbox"/> Travel Agency Registry
Planning and Strategic Initiatives			<input type="checkbox"/> Private Investigators Prov. Lic.	<input type="checkbox"/> RCMP
Manager of Development Planning			<input type="checkbox"/> Park Use Permit (Provincial)	<input type="checkbox"/> Animal Control
Building Department			<input type="checkbox"/> Motor Dealer Number	<input type="checkbox"/> Non-Tidal License
Fire Department			<input type="checkbox"/> Property Manager License – Real Estate Board	
Other / Comments:				

Business License Fee Calculation

Basic Fee	
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Area or Unit Assessment	
Total	

DECLARATION

Regulations for “ACCESSORY HOME OCCUPATION”

ACCESSORY HOME OCCUPATION means a use of gainful nature which is clearly secondary to a RESIDENTIAL USE and may be permitted in accordance with the regulations, as detailed below:

a) Common to all DWELLING UNIT types

- i. The use shall be accessory to a RESIDENTIAL USE and, except where it involves horticulture it shall be contained within a building or structure.
- ii. The use and all associated equipment shall not occupy more than a total floor area of 30m².
- iii. The use shall in no way indicate its presence from the exterior of any building or structure on the lot except for 1 sign in accordance with the City Sign Bylaw, in force from time to time.
- iv. The use shall not generate additional vehicular traffic or parking demand not normally associated with a Residential area.
- v. The use shall not involve the retail or wholesale of a commodity from the premises, except where such sale is ancillary to a permitted ACCESSORY HOME OCCUPATION use or on the basis of mobile sales, or sales on a brokerage basis including internet sales.

b) Single Family Detached Dwelling, Manufactured Home.

- i. The use shall be conducted by one or more residents of the RESIDENTIAL USE and no more than one (1) employee. The use may include, but not be limited to, any of the following activities:
 1. domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities;
 2. personal and non-medical health, fitness and related services for no more than two persons at a time;
 3. instruction in music limited to not more than 2 students at one time; or instruction in arts or crafts limited to not more than 5 students at one time;
 4. notwithstanding (i) and (a)(iii) above, the following COMMUNITY CARE FACILITIES licensed under the Community Care Facility Act, Residential Care Regulation and Child Care Licensing Regulation as amended:
 - (a) a family CHILD CARE FACILITY for no more than 8 persons;
 - (b) a GROUP HOME residence for no more than 10 persons, of whom no more than 6 persons are in care; (AB #3843)
 5. BED AND BREAKFAST TYPE TOURIST ACCOMMODATION;
 6. workshop of a self-employed person involved in the following activities:
 - (a) repair of electrical household appliances and electric motors;
 - (b) cabinet or furniture manufacture;
 - (c) preparation of food products; (AB #3850)
 7. manufacture of novelties, souvenirs, and handicraft objects as an extension of a hobby;
 8. office of a self-employed person excluding a doctor, dentist or medical professional;
 9. propagation of plants, shrubs, fruits or vegetables for sale;
 10. dog and cat grooming provided no more than three (3) animals are on the premises for business purposes at one time and animals are not boarded.

c) Duplex, Townhouse, Rowhouse, Single Family Attached, Coach House, Garden Suite, Residential Conversion Structure.

- i. The use shall be conducted by one or more residents of the RESIDENTIAL USE.
- ii. The use may include, but not be limited to, any of the following activities:
 - (1) domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities;
 - (2) personal and non-medical health, fitness and related services for no more than two persons at a time;
 - (3) workshop of a self-employed person involved in the following activity:
 - (a) preparation of food products; (AB #3850)
 - (4) manufacture of novelties, souvenirs, and handicraft objects as an extension of a hobby;
 - (5) office of a self-employed person excluding a doctor, dentist or medical professional;
 - (6) propagation of plants, shrubs, fruits or vegetables for sale.

d) Apartment, Dormitory, Congregate Living Housing, Secondary Suite, Manufactured Home in association with a Mobile Home Park Use.

- i. The use shall be conducted by one or more residents of the RESIDENTIAL USE.
- ii. The use may include, but not be limited to, any of the following activities:
 - (1) office of a self-employed person excluding a doctor, dentist or medical professional;
 - (2) A manager's residence within a Mobile Home Park Zone shall be permitted the Accessory Home Occupation uses of a Single Family Detached Dwelling.

I hereby confirm that I have read and understood the above Regulations for an “Accessory Home Occupation” use and declare that the business which I will be operating will at all times comply with these restrictions.

Name: _____ Signature: _____
Date: _____ Position: _____

