



# BUSINESS LICENCE APPLICATION

BL #:

PURPOSE OF APPLICATION:		TYPE OF APPLICATION:		TRADE QUALIFICATION/LICENCING:	
NEW APPLICATION	CHANGE OF OWNER	COMMERCIAL	FARM USE	TRADE QUALIFICATION #:	
CHANGE OF NAME	RELOCATION	INDUSTRIAL	NON-RESIDENT	NON-PROFIT #:	
		HOME-BASED <i>(see back for types)</i>		OTHER:	

## BUSINESS INFORMATION:

BUSINESS NAME:		GROSS FLOOR AREA: <i>(TO BE USED FOR BUSINESS)</i>		SQFT
				SQM
TYPE OF BUSINESS: <i>(FULLY DESCRIBE OPERATIONS IN DETAIL. A SEPARATE BUSINESS OUTLINE MAY BE SUBMITTED.)</i>				
BUSINESS ADDRESS:	UNIT / CIVIC #:		CITY:	
	STREET NAME:		POSTAL CODE:	
PREFERRED MAILING ADDRESS: <i>(IF DIFFERENT FROM ABOVE)</i>	UNIT / CIVIC #:		CITY:	
	STREET NAME:		POSTAL CODE:	
CONTACT INFORMATION:	NAME(S):			
	BUSINESS:		FAX:	
	MOBILE:		HOME:	
EMERGENCY CONTACT(S): <i>(WITHIN 30 MINUTE RESPONSE TIME)</i>	E-MAIL:			
	NAME:		PHONE:	
	NAME:		PHONE:	
BUILDING OWNER:	NAME:		PHONE:	
BUILDING MANAGER:	NAME:		PHONE:	

WILL THERE BE GOODS, EQUIPMENT OR VEHICLES STORED ON SITE FOR BUSINESS PURPOSES?	YES NO IF YES, EXPLAIN:	
WILL MERCHANDISE BE SOLD TO THE GENERAL PUBLIC? RETAIL, WHOLESALE, ONLINE SALES, ETC.	YES NO IF YES, EXPLAIN:	
WILL THERE BE MEMBERS OF THE PUBLIC ENTERING ONTO THE PREMISES?	YES NO IF YES, EXPLAIN:	
WILL YOU BE CONDUCTING RENOVATIONS, IMPROVEMENTS OR INSTALLING SIGNAGE?	YES NO IF YES, EXPLAIN:	
WILL YOU BE OPERATING A DAYCARE?	YES NO	# OF CHILDREN:
WILL THERE BE ADDITIONAL EMPLOYEES? <i>NOT INCLUDING BUSINESS AND/OR PROPERTY OWNER(S)</i>	YES NO IF YES, HOW MANY?	FULL TIME: PART TIME:

## ACKNOWLEDGMENT AND AGREEMENT OF TERMS

***I/we, the undersigned, in accordance with the information provided, declare the statements to be true and correct. I/we hereby confirm that the business will comply at all times with the obligations outlined within the Zoning and Regulatory Bylaws for the City of Chilliwack.***

SIGNATURE(S)		DATE	
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# APPLICATION REVIEW - OFFICE USE ONLY

BL #:

## OTHER SUBMITTALS

BUSINESS OUTLINE		PARKING PLAN
SITE PLAN		FIRE SAFETY PLAN
FIRE DEPARTMENT PROPERTY REFERENCE FORM		FLOOR PLAN
HOME-BASED BUSINESS DECLARATION	ACCESSORY HOME OCCUPATION (AHO)	PROOF OF RESIDENCE
	ACCESSORY HOME INDUSTRIAL (AHI)	OTHER:
	COTTAGE INDUSTRY (CI)	

## BUSINESS LICENCE APPROVALS

DEPARTMENT	INSPECTOR	DATE	OTHER AGENCIES	INSPECTOR	DATE
PLANNING APPROVAL			RCMP		
MANAGER APPROVAL			FRASER HEALTH AUTHORITY		
BUILDING DEPARTMENT			ANIMAL CONTROL (FVRD)		
FIRE DEPARTMENT					
ENGINEERING DEPARTMENT					

## PLANNING REFERENCE

EXISTING ZONE:	
PROPOSED USE:	MOBILE
PARKING COUNT:	
BP/DP/DVP/TUP:	
SPECIAL EVENT:	

## FEES & PAYMENT

BASE FEE:	
AREA FEE:	
TOTAL FEE:	

## PLANNING COMMENTS



**Regulations for “ACCESSORY HOME OCCUPATION” uses pursuant to s.4.06 (3) of the Zoning Bylaw 2020, No. 5000**

**ACCESSORY HOME OCCUPATION** means a means a business use which is **ANCILLARY** to a **RESIDENTIAL USE**; and may be permitted in accordance with the regulations, as detailed below:

**i) Common to all DWELLING UNIT types**

- (A) The use shall be **ANCILLARY** to a **RESIDENTIAL USE** and, except where it involves horticulture, it shall be contained within a **BUILDING** or **STRUCTURE**
- (B) the use and all associated equipment shall not occupy more than a total GROSS FLOOR AREA of 30m<sup>2</sup>
- (C) 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”, as amended or replaced from time to time
- (D) The use shall not generate additional vehicular traffic or parking demand not normally associated with a residential area
- (E) The use shall not involve the wholesale or retail sale of a commodity from the PREMISES, except where such sale is ANCILLARY to a permitted AHO use or based on mobile sales, or sales on a brokerage basis including internet sales
- (F) notwithstanding section 4.06(3)(a)(i)(B), a **SHORT-TERM RENTAL** may be permitted in accordance with the regulations as detailed in the CITY “Short-Term Rental Bylaw”, as amended

**ii) SINGLE DETACHED DWELLING or MANUFACTURED HOME**

- (A) The use shall be conducted by no more than 1 employee (apart from the residents of the property)
- (B) The use may include, but not be limited to, any of the following activities:
  - (I) domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities
  - (II) personal and non-medical health, fitness and related services, instruction in music, or instruction in arts for no more than 2 persons at a time
  - (III) notwithstanding i)(B) and ii)(A) above:
    - (1.) Community Care FACILITIES
    - (2.) IN HOME MULTI AGE CHILD CARE
    - (3.) a GROUP HOME residence for no more than 10 persons, of whom no more than 6 persons are in care
  - (IV) workshop of a self-employed person involved in the following or similar activities:
    - (1.) repair of electrical household appliances and electric motors
    - (2.) cabinet or furniture manufacture
    - (3.) preparation of food products
  - (V) manufacture of novelties, souvenirs, and hand-crafted objects as an extension of a hobby
  - (VI) OFFICE of a self-employed person excluding a doctor, dentist or medical professional
  - (VII) propagation of plants, shrubs, fruits or vegetables for sale
  - (VIII) 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

**iii) DUPLEX, TOWNHOUSE, ROWHOUSE, COACH HOUSE, GARDEN SUITE**

- (A) The use shall be conducted by no more than 1 employee (apart from the residents of the property)
- (B) The use may include, but not be limited to, any of the following activities:
  - (I) domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities
  - (II) personal and non-medical health, fitness and related services for no more than 2 persons at a time
  - (III) workshop of a self-employed person involved in the preparation of food products
  - (IV) manufacture of novelties, souvenirs, and hand-crafted objects as an extension of a hobby
  - (V) OFFICE of a self-employed person excluding a doctor, dentist or medical professional
  - (VI) propagation of plants, shrubs, fruits or vegetables for sale

**iv) APARTMENT, DORMITORY, INDEPENDENT LIVING HOUSING, SECONDARY SUITE, MANUFACTURED HOME in association with a MANUFACTURED HOME PARK use**

- (A) The use shall be conducted by no more than 1 employee (apart from the residents of the property)
- (B) The use may include, but not be limited to, any of the following activities:
  - (I) OFFICE of a self-employed person excluding a doctor, dentist or medical professional
  - (II) a manager’s residence within a MANUFACTURED HOME PARK shall be permitted the ACCESSORY HOME OCCUPATION uses of a SINGLE DETACHED DWELLING

*\*terms in UPPER CASE are defined in Section 2 of the Zoning Bylaw.*

*I/we hereby acknowledge that I/we have read and understood the above Zoning Bylaw Regulations for an “ACCESSORY HOME OCCUPATION” use and declare that the business in which I/we operate will comply with these restrictions at all times.*

**SIGNATURE(s):**

**DATE:**