

BUSINESS LICENSE APPLICATION – HOME BASED BUSINESS
Business Information

License Holder:		
<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited or Corporation
Trade or Operating Name:		
Business Address:		Postal Code:
Mailing Address (if different from above):		
Business Telephone: () -	Fax/Cell No: () -	
E-Mail Address:		
Number of Employees:		Proposed Start Date:
Trade Qualification No. (if applicable)		
Full Description of Business Activity:		

If required, please provide attachment

Licensee Information (Personal Information)

Licensee Name (in full):		Birth Date:
Address:		Postal Code:
Home Tel:	Fax/Cell No:	Driver's License:
Partnership Information (if applicable)		
Partner's Name (in full):		
Partner's Address:		Postal Code:
Home Tel:	Fax/Cell No:	Driver's License:

OFFICE USE ONLY:

Account No:	Business License No:
NAICS Code:	Business License Fee: \$
Type of Business:	
Information Confirmed By:	

I hereby make application for a business license in accordance with all the information as above stated and declare that this is a true and correct statement and further agree to comply with all the relevant bylaws of the CORPORATION OF THE CITY OF NEW WESTMINSTER. To process your application this form will be forwarded to multiple City departments for approval and possibly the New Westminister Police Department and Fraser Health for review.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, Sec. 26 (c) and will be used only for the purpose indicated. Business information will be shared with the public via the City's open data and upon request. If you have any questions regarding this information contact Legislative Services 604-527-4523.

Submitted by: Name _____ Date _____

Signature _____



This questionnaire is used to review home based businesses (HBB) applications for compliance with the applicable regulations (listed on page 2). If you are not sure of the answer to one of the questions, use your best-case scenario. If a question is not applicable to your business, answer it as "N/A" instead of leaving it blank.

Landlord and Strata Approval

Please ensure you comply with all strata bylaws. If you rent, ensure the owner has given you permission to operate an HBB.

Employees

How many employees (excluding yourself) will work in the house, but do not live there? _____

Parking

How many on-site parking spaces (e.g. garage or driveway) will the HBB use? _____

How many on-street parking spaces will the HBB use? _____

You may use one on-site and one on-street parking space for the HBB. Do not count personal vehicles which are not used for the business.

Local Business Trips and Clients

How many people will visit the HBB?
_____ per day and/or
_____ per week

How many business-related trips (e.g., visiting clients or job sites) will all employees at the house make?
_____ per day and/or
_____ week

Existing Home Based Businesses

Are there any existing HBBs currently operating at the same address?

Yes No

Equipment and Supplies

What equipment and/or supplies will be used or stored?

Where will it be stored? Be specific.

Bed and Breakfasts

Only complete this section if you are applying for a bed and breakfast.

Does the home have a secondary suite or a laneway house (LWH) or carriage house (CH)?

No Secondary Suite LWH/CH

Which unit will the bed and breakfast be located in?

Main House Secondary Suite LWH/CH

Thinking of renovating your home to accommodate the business? Please contact the Building Division at 604-527-4580.

Wondering how the [Noise Bylaw](#) will affect your business? Please contact Licensing and Integrated Services at 604-527-4567.

Home Based Business Regulations

Home based businesses are regulated in **Section 190.28** of the [Zoning Bylaw](#). The regulations are as follows:

1. The home based business shall clearly be an accessory use to the residential use.
2. No more than one non-resident person may be engaged in one or more home based businesses at the home. In the case of a house containing a secondary suite where both dwelling units in the house contain one or more home based businesses, only one of the two dwelling units may have a non-residential person who is engaged in the home based business at the home.
3. A home based business shall not generate any noise, vibration, smoke, dust, odours, toxins, heat, glare, radiation, fire hazard, health hazard or similar disturbance.
4. No exterior alteration to the appearance of the structure(s) on the site may be made to indicate that the site contains anything other than a residential land use, nor shall the erection of any building, structure, fence enclosure or portion thereof, other than those in conformity to the permitted residential uses of the zoning district allowed.
5. The residential floor space and accessory building area on a site, including any detached accessory buildings, occupied or used for any home based business shall not exceed 500 square feet (46.45 square metres) in total.
6. No home based business shall have unenclosed or exterior storage or display of goods, materials, components, stock-in-trade, equipment or finished goods.
7. The operation of any home based business shall not result in or cause more business related vehicle or pedestrian trips per day to or from the home than is normal for the residential area.
8. Not more than one Off-Street and one on-street parking space may be occupied within a dwelling unit at one time by vehicles associated with one or more home based businesses within a dwelling unit. In the case of a house containing a secondary suite and both dwelling units in the house contain one or more home based businesses, no more than one Off-Street and one on-street parking space may be occupied at one time by any vehicle associated with the home based businesses on the site.
9. The parking of all vehicles associated with any home based business shall be in accordance with all City of New Westminster parking regulations.
10. Every operator of a home based business must first receive permission from the landlord or strata corporation in order to operate a home based business.
11. No home based business shall involve the sale of goods or products where customers regularly enter the home to inspect, purchase or take possession of the goods or products, except in the case of the RM-6, C-2A, C-4 and C-4A districts, where the retail sale of goods is permitted by a home based business operated within a dwelling unit located on the street level of a building, or portion of a building.
12. A home based business shall involve only such equipment as is ordinarily employed in purely domestic use, household use, recreational hobbies or small office uses, and shall not require upgrading, electrical or plumbing systems beyond the usual for a residential district.
13. A home based business shall not have any external displays, advertisements or signage, except for one non-illuminated identification sign not to exceed 2.2 square feet (0.2 square metres) indicating the name of the business.
14. A home based business shall not involve:
 - adult entertainment uses, adult motion picture studios, adult theatres, adult video stores or escort services, or
 - automotive repair at the location of the home.
15. A home based business shall not include any on-site storage of construction materials, hazardous chemicals or explosives.
16. A bed and breakfast:
 - may not accommodate no more than four guests except that one additional guest for every 500 square feet (46.45 square metres) of floor space in the dwelling unit over 2,000 square feet (185.80 square metres) is permitted, to a maximum of 10 guests,
 - may occupy one Off-Street parking or one on-street parking per bed and breakfast bedroom, provided that not more than two spaces per every three bed and breakfast bedrooms are occupied,
 - in the case where a house contains a secondary suite, may be operated in either the principal residence or the secondary suite, but not both, and
 - is not permitted to operate within a detached accessory dwelling unit or any other detached accessory building.