

## BUSINESS LICENCE APPLICATION – HOME OCCUPATION

Businesses operating within the District of Oak Bay are required to hold a valid business licence. The information requested in this application is necessary to fully evaluate your request for a business licence. Completion of this form does not guarantee approval of a business licence. Licence fees apply to a calendar year January 1 to December 31.

Completed application forms and inquiries can be forwarded via email to [biz@oakbay.ca](mailto:biz@oakbay.ca).

<b>LICENCEE INFORMATION (person or company the licence will be issued to)</b>			
Last Name:	_____	First Name:	_____
Company:	_____		
Address:	_____		
City:	_____	Province:	_____
		Postal Code:	_____
Business Phone:	_____	Cell:	_____
		Alternate Phone:	_____
Email Address:	_____		

<b>TRADE NAME (operating name and mailing address of the business)</b>			
Company:	_____		
Mailing Address:	_____		
City:	_____	Province:	_____
		Postal Code:	_____
Business Phone:	_____	Cell:	_____
		#2 Phone:	_____
Email Address:	_____		

<b>EMERGENCY CONTACT ((REQUIRED) this information is provided to the Fire Department)</b>			
Last Name:	_____	First Name:	_____
Contact Phone:	_____	Cell:	_____
Email:	_____		

<b>BUSINESS INFORMATION (type and nature of business)</b>			
Home Occupation Only:	<input type="checkbox"/>	Inter-Municipal & Home Occupation	<input type="checkbox"/>

Business start date:	_____	Describe the nature of the business:	_____
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Businesses in a variety of trades (ie. contractors, mobile sales services) can purchase a business licence that is honoured throughout Greater Victoria. Applicants must purchase this licence from the municipality in which they reside.

**HOME OCCUPATION INFORMATION AND REGULATIONS (Complete all fields)**

Current use of lands and buildings (ie Single family, apartment)	
Type of parking space available on lot (ie. Driveway, garage, underground)	
Type of vehicle(s) to be used in the business (ie. Commercial or personal)	
Are there other commercial activities operated from the residence? (2 are permitted)	
Number of persons, including yourself, are engaged in the business.	
Equipment to be used on the premises	
Describe how the business will be operated and how you provide, solicit and receive business.	
Are you the registered owner on title? If not, please provide letter of consent from registered owner or property management company.	

Residential businesses must conform to the Zoning Bylaw Section 4.2.8. It is summarized below. The Zoning Bylaw is available on the Oak Bay website at [www.oakbay.ca](http://www.oakbay.ca).

- 1 Written consent of the property owner must be obtained before a residential business is permitted to operate from residentially zoned premises.
- 2 Maximum of two residential businesses may be carried on a single dwelling unit.
- 3 No signs relating to a residential business are permitted to be erected on the premises.
- 4 Except for music instruction and school tuition, the premise of a residential business cannot receive visitations from persons relating to the business.
- 5 Only one student at a time is permitted on the premises for supplementary school tuition or music instruction
- 6 Only one non-resident employee is permitted on the premises of a residential business at any one time.
- 7 No merchandise is permitted to be displayed, sold or purchased on the premise of a residential business.
- 8 Delivery or shipment of merchandise or merchandise components, repair parts or business supplies by commercial vehicle is prohibited.
- 9 Any noise (noise over 40 decibels) vibrations, smoke, vapours or electrical interference is prohibited.
- 10 The operation of commercial workshops or manufacturing facilities in a residential business is prohibited.
- 11 Commercial vehicles are permitted to be parked within a garage or carport or garage only.

SEE NEXT PAGE

Application completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

By submitting the Business Licence Application, the above-named applicant hereby declares that all the above information is correct and that they have read and will comply with the Bylaws and Regulations of the District of Oak Bay.