

District of Saanich Business Licence Application Home Based



Business Account Number (Office use only):

Application Type (check one) **Note: Application must be completed in full.**

☐ New Business to Saanich ☐ Change of Address within Saanich ☐ Change of Name ☐ Re-Opening of Business

Business Name:	Company Ownership Name (i.e. ABC Ltd.):
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Applicant(s) Name and Address		
First	Last	
Address	City	Postal Code
Phone Number:	Email:	
First	Last	
Address	City	Postal Code
Phone Number:	Email:	

Business Information			
Number of Owners:	Number of Employees (not including owners):	New Proposed Location Opening Date	CRA Business Number (If applicable)
Detailed Nature of Business: (e.g. type of business, what services are being offered)			
Business Telephone Number	Home Phone Number or Cell Phone Number	Business Email or Other Email:	
Business Website:	Will you be receiving clients at your residence (max 2 at a time) <input type="checkbox"/> Yes <input type="checkbox"/> No		Zoning:
Please fill in one of the boxes below that describes your Business Licence Type. NOTE: The aggregate floor area devoted to all home occupation uses shall not be more than 20 percent of the combined gross floor area of all structures on a lot, or 50 m ² (538 sq. ft.), whichever is lesser.			
Home Based <input type="checkbox"/> Sq. Ft:	Home Based & Intermunicipal <input type="checkbox"/> Sq. Ft: (This will allow you to work within all 13 municipal boundaries)		
WILL ANYONE BE RENOVATING OR ALTERING THE PREMISES? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Description of proposed changes:			

Home Based & Inter-Municipal Businesses of the District of Saanich must also provide the following information:

Vehicle Information	
Please Note: Only one vehicle used in the conduct of the Home Occupation shall be stored or parked on the lot in an unenclosed manner. In no case shall the gross vehicle weight of this vehicle exceed 4200 kgs (9259 lbs).	
Number of vehicles used in the business: _____	Make and Model: _____
Gross Vehicle Weight: _____	<input type="checkbox"/> Kilograms <input type="checkbox"/> Pounds Licence Plate Number: _____

Applicant Checklist

- ☐ Have you submitted a copy of a valid photo ID? Please submit valid photo ID and address with application.
- ☐ If your profession requires you to hold a trade certification, approval, or qualification by a federal, provincial or local authority having jurisdiction over the proposed business please provide a copy with your application e.g .Electrical Contractor, Physiotherapists, Massage Therapists, Driver instructor etc. (If applicable)
- ☐ Confirm that Home Occupation uses is permitted. Home Occupation means a use accessory to a residential use where a resident carries on an occupation or practices a profession. For further information regarding permitted uses, refer to Saanich Zoning Bylaw No. 8200 Section 5.5 or email zoning@saanich.ca
- ☐ Home based business involving clients: have you read the Saanich Fire Department's guidelines?
<https://www.saanich.ca/EN/main/community/fire-prevention-safety/inspections/business-licence-inspections.html>

IMPORTANT NOTICE

- Businesses requiring signage must apply for a Sign Permit with the Planning Department. For information on the types of signs and regulations, applicants are encouraged to refer to Bylaw No. 8789 (Sign Bylaw) or contact the Saanich Planning Department at zoning@saanich.ca.
- The Inter-Municipal Licence applies to a variety of mobile trades (e.g., RMT, Food Trucks, Construction Contractors etc.) and is honoured throughout Greater Victoria. Applicants must acquire an Inter-Municipal Licence from the municipality in which their business office is located, either a home or a commercial location.
- All business licences are issued in conformance with the District of Saanich BUSINESS LICENCE BYLAW, 2002, No. 8213 as amended.

By submitting this business licence application, the listed applicant hereby declares that all the information is correct and that they will comply with the bylaws and regulations of The District of Saanich.

Applicant's Signature

Print Name

Date

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, email foi@saanich.ca

THIS SECTION IS FOR OFFICE USE ONLY

Department	Approval	Date	Comments	Bylaw Rate(s)
Planning				Category:
Fire				Intermunicipal:
Inspections				Fee:
Health				Inspector:

Initiated by CFS? ☐ Yes ☐ No If yes: CFS number: _____ Date Received: _____

Conditions:

<input type="checkbox"/> Limit 2 patrons/clients	<input type="checkbox"/> No outside storage	<input type="checkbox"/> Home office use only
<input type="checkbox"/> Can not operate in Municipality of Saanich	<input type="checkbox"/> Maximum 8 children	<input type="checkbox"/> Valid ONLY in Municipality of Saanich
<input type="checkbox"/> No retail sales from residence	<input type="checkbox"/> Maximum 40 square metres can be used for bed and breakfast	