

# District of Saanich Business Licence Application Home Based



**Please note: Incomplete applications will not be processed. Please print clearly.**

**Business Account Number (Office use only):**

**Application Type (check one)**

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

<b>Business Name:</b>		
<b>Licencee Name and Address</b>		
First	Last	
Address	City	Postal Code
Phone Number:	Email:	
First	Last	
Address	City	Postal Code
Phone Number:	Email:	
<b>Business Information</b>		
Number of Owners:	New Proposed Location Opening Date:	CRA Business Number (If applicable):
Detailed Nature of Business (Please include the type of business, services offered, storage location and/or office use):		
Business Telephone Number:	Home Phone Number or Cell Phone Number:	Business Email or Other Email:
Business Website:	<div style="background-color: #f0f0f0; padding: 2px;">Will you be receiving clients at your residence (max 2 at a time)</div> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>An Intermunicipal Business Licence allows residents with a business to operate across all 13 municipalities within the Greater Victoria area.</b> <b>NOTE: The aggregate floor area devoted to <u>all home occupation uses</u> shall not be more than 20% of the combined gross floor area of all structures on a lot, or 50 m<sup>2</sup> (538 sq. ft.), whichever is lesser.</b>		
Intermunicipal: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. ft. for home occupation use:	
<b>WILL ANYONE BE RENOVATING OR ALTERING THE PREMISES?   <input type="checkbox"/> YES   <input type="checkbox"/> NO</b>		
Description of proposed changes:		

**Home Based & Intermunicipal Businesses of the District of Saanich must also provide the following information:**

<b>Vehicle Information</b>	
<b>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 <span style="background-color: yellow;">4200 kgs (9259 lbs).</span></b>	
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 a 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 use 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](mailto: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 Planning Department at [zoning@saanich.ca](mailto:zoning@saanich.ca).
- The Intermunicipal 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 Intermunicipal 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](mailto:foi@saanich.ca)

### **THIS SECTION IS FOR OFFICE USE ONLY**

Department	Comments	Bylaw Rate(s)
Planning		Zoning:
Fire		Intermunicipal:
Inspections		Fee:
Health		Inspector:
LBO		

Conditions:

- ☐ Limit 2 patrons/clients
- ☐ No outside storage
- ☐ Home office use only
- ☐ Can not operate in Municipality of Saanich
- ☐ Maximum 8 children
- ☐ Valid **ONLY** in Municipality of Saanich
- ☐ No retail sales from residence
- ☐ Only one business-related vehicle permitted to park on the premises. Max. GVW 4200kg