

# 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.**

**PRINT ONLY**

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

<b>Business Name:</b>	<b>Company Ownership Name (i.e. ABC Ltd.):</b>
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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<sup>2</sup> (538 sq. ft.), whichever is lesser.**

Home Based <input type="checkbox"/> Sq. Ft: _____	Home Based & Intermunicipal <input type="checkbox"/> Sq. Ft: _____
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**WILL ANYONE BE RENOVATING OR ALTERING THE PREMISES?     YES     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: \_\_\_\_\_  Kilograms     Pounds    Licence Plate Number: \_\_\_\_\_

## Applicant Checklist

- Have you submitted a copy of a valid photo ID?
- 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](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 Saanich Planning Department at [zoning@saanich.ca](mailto: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](mailto: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? <input type="checkbox"/> Yes <input type="checkbox"/> 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 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				