

How and Where to Apply for a Business Licence

Business Licence applications are available at the Engineering, Parks & Environment counter, located at North Vancouver City Hall. The procedure for receiving a Business Licence for a home based business is as follows:

- A completed application should be submitted for processing. We will be able to provide the cost of the annual license fee, which is based on the type of business activity. If the dwelling is subject to the bylaws of a Strata Corporation or the terms of a rental agreement, written permission from the Strata Corporation or Landlord must be submitted with the Business Licence application.
- The Business Licence application will be forwarded to the City Planner to determine if the use is permitted under the regulations contained within the City of North Vancouver Zoning Bylaw. If the proposed business activity is not a permitted use, the approval process will not proceed further for the business at the specified location.
- Should it be determined that the use is permitted under the Zoning Bylaw, the application is distributed to the Business Licence Inspector. The Licence Inspector may inspect the premises to ensure compliance with municipal bylaws.

Depending upon the type of business activity, other agencies such as the Fire Department or Vancouver Coastal Health may be required to also give approval. It is the responsibility of the applicant to contact the Inspectors to arrange a mutually agreeable day and time for the inspection.

- A Business Licence may be issued once all of the requirements and any outstanding concerns have been satisfied. The processing time depends largely on the ability of the applicant to meet all Inspectors' requirements.

Please refer to the One Stop Business Registration center at the North Vancouver Chamber of Commerce at 604.987.4488 for further business start-up information and registration.

For further information about Business Licences in the City of North Vancouver, please contact the Business Licence Inspector at 604.983.7356.

Disclaimer

This guide has been prepared to provide convenient information only. It is neither a bylaw nor a legal document. If any contradictions between this guide and the relevant Municipal Bylaws and/or applicable codes are found, then the text of the bylaws and codes shall be the legal authority. The public is advised to review the applicable legislation and bylaws and conduct its own inquiries with City Staff.

RESIDENTIAL—PROPERTY USE
Information Handout
Revised February 2013

BUSINESS LICENCE APPROVAL PROCESS (HOME-BASED)

RESIDENTIAL

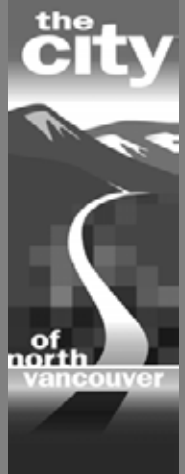


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Introduction

The City of North Vancouver has prepared this handout to assist you in understanding the City's Business Licence approval process and to provide you with other important information with regards to starting a home based business in the City of North Vancouver. Upon review of this material, anyone intending to submit a business licence application is urged to contact the Licence Office of the Community Development Department at 604.983.7356 for further information.

What is a Business?

The Community Charter defines a business as; "*(a) carrying on a commercial or industrial activity or undertaking of any kind, and (b) providing professional, personal or other services for the purpose of gain or profit*".

Every business operating in the City of North Vancouver, including those located in private residences, are required to have a Business Licence.

Accessory Home Occupation Use Restrictions

In some residential zones, the City provides for business activity to be licensed out of a place of residence in accordance with the Accessory Home Occupation Use, contained within the City of North Vancouver Zoning Bylaw. The following is an excerpt from the City of North Vancouver Zoning Bylaw, 1995, No.6700, Section 507(5).

An Accessory Home Occupation Use:

- shall not involve the sale at retail or wholesale or commercial repair, manufacture, or handling of weapons or explosives;
 - shall be completely Enclosed within the residential Dwelling Unit or Accessory Building to which it is Accessory provided that no required Off-Street Parking Spaces are used.
 - shall not involve the sale of goods on the premises;
 - together shall not occupy more than 20% of the gross floor area of the residential dwelling unit, and in any event, shall not exceed 46.45 square metres (500 square feet);
 - except for one name-plate of less than 0.1 square metres (1 square foot) in area, shall in no way indicate from the exterior that the premises are being so used;
 - shall not discharge or emit:
 - (i) odorous, toxic or noxious matter or vapours;
 - (ii) heat, glare or radiation;
 - (iii) recurrently generated ground vibration;
 - (iv) any noise caused by the accessory home occupation use that can be heard at the property line, or any other noise restricted by the Noise Control Bylaw No. 5819;
- shall be limited to a maximum of two persons working in the dwelling unit, at least one of whom shall be a resident of the dwelling unit to which the accessory home occupation use is accessory;
 - in a building containing an approved Accessory Secondary Suite Use, both the principal Dwelling Unit and the Accessory Secondary Suite may independently contain only one Accessory Home Occupation Use. Accessory Home Office Uses are allowed in both Dwelling Units.
 - shall, in a building for medium and high density apartment use or in a building for accessory apartment use, exclude medical or dental offices, hairdressers, private schools, commercial food preparation, music or dance studios or other similar uses;
 - shall not be allowed where the dwelling unit to which it is accessory is subject to the bylaws of a Strata Corporation or the terms of a tenancy agreement unless the Strata Corporation or landlord has acknowledged in writing that the accessory home occupation use does not conflict with the bylaws of the Strata Corporation or the terms of a tenancy agreement, as the case may be.