

**BUSINESS LICENCE APPLICATION****FOR ACCESSORY HOME OCCUPATION, COTTAGE INDUSTRY AND  
NON-RESIDENT**

**PURPOSE OF APPLICATION:**     NEW APPLICATION                       CHANGE OF ADDRESS  
     CHANGE OF OWNER                       CHANGE OF BUSINESS NAME

Please indicate the dwelling type in which Business will occur – Please refer to page 2 for restrictions and signature

- Single Family Detached Dwelling, Manufactured Home  
 Duplex, Townhouse, Rowhouse, Single Family Attached, Coach House, Garden Suite, Residential Conversion Structure  
 Apartment, Dormitory, Congregate Living Housing, Secondary Suite, Manufactured Home in association with a Mobile Home Park Use  
 NON-RESIDENT ( Signature on page 2 required, however restrictions within Declaration do not apply )

<b>NAME OF BUSINESS</b>	
<b>TYPE OF BUSINESS</b> (Please provide brief description)	
<b>AREA TO BE USED FOR BUSINESS PURPOSES</b> (in square feet or M <sup>2</sup> )	
<b>NAME OF BUSINESS OWNER</b>	
<b>BUSINESS ADDRESS</b>	<b>POSTAL CODE</b>
<b>HOME ADDRESS OF BUSINESS OWNER</b>	<b>POSTAL CODE</b>
<b>MAILING ADDRESS</b>	
<b>BUSINESS PHONE</b>	<b>HOME PHONE</b>
<b>E-MAIL</b>	<b>FAX</b>

**FOR OFFICE USE ONLY**

<b>GROSS FLOOR AREA:</b>	<b>N.A.I.C.S. CODE:</b>			
<b>NO. OF EMPLOYEES:</b>	<b>ZONING:</b>			
<b>MOTOR DEALER LICENCE:</b>	<b>ACCESSORY HOME OCCUPATION:</b>			
<b>TRADE QUALIFICATION # / ASTTBC #:</b>	<b>COTTAGE INDUSTRY:</b>			
<b>APPROVALS</b>	<b>INSPECTOR</b>	<b>DATE</b>	<input type="checkbox"/> HEALTH DEPARTMENT	<input type="checkbox"/> TRAVEL AGENCY REGISTRY
PLANNING AND STRATEGIC INITIATIVES			<input type="checkbox"/> PRIVATE INVESTIGATORS PROV. LIC.	<input type="checkbox"/> RCMP
MANAGER OF DEVELOPMENT PLANNING			<input type="checkbox"/> PARK USE PERMIT (Provincial)	<input type="checkbox"/> ANIMAL CONTROL
BUILDING DEPARTMENT			<input type="checkbox"/> MOTOR DEALER NUMBER	<input type="checkbox"/> NON-TIDAL LICENCE
FIRE DEPARTMENT			<input type="checkbox"/> PROPERTY MANAGEMENT LICENCE - REAL ESTATE BOARD	

<b>OTHER / COMMENTS:</b>

**BUSINESS LICENCE FEE CALCULATION**

<b>BASIC FEE</b>	
<b>AREA OR UNIT ASSESSMENT</b>	
<b>TOTAL</b>	

CITY OF CHILLIWACK – Attention: Business Licence Coordinator

8550 Young Road, Chilliwack, B.C., V2P-8A4

Phone: 604-793-2909

Fax: 604-793-2285

e-mail: [blinfo@chilliwack.com](mailto:blinfo@chilliwack.com)

Amended June 17, 2014

**Regulations for “ACCESSORY HOME OCCUPATION” uses pursuant to s.6.03 (1) of the Zoning Bylaw 2001, No. 2800**

ACCESSORY HOME OCCUPATION means a use of gainful nature which is clearly secondary to a RESIDENTIAL USE and may be permitted in accordance with the regulations, as detailed below:

**a) Common to all DWELLING UNIT types**

- i) The use shall be accessory to a RESIDENTIAL USE and, except where it involves horticulture it shall be contained within a building or structure.
- ii) The use and all associated equipment shall not occupy more than a total floor area of 30m<sup>2</sup>.
- iii) The use shall in no way indicate its presence from the exterior of any building or structure on the lot except for 1 sign in accordance with the City Sign Bylaw, in force from time to time.
- iv) The use shall not generate additional vehicular traffic or parking demand not normally associated with a Residential area.
- v) The use shall not involve the retail or wholesale of a commodity from the premises, except where such sale is ancillary to a permitted ACCESSORY HOME OCCUPATION use or on the basis of mobile sales, or sales on a brokerage basis including internet sales.

**b) Single Family Detached Dwelling, Manufactured Home.**

- i) The use shall be conducted by one or more residents of the RESIDENTIAL USE and no more than one (1) employee. The use may include, but not be limited to, any of the following activities:
  - (1) domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities;
  - (2) personal and non-medical health, fitness and related services for no more than two persons at a time;
  - (3) instruction in music limited to not more than 2 students at one time; or instruction in arts or crafts limited to not more than 5 students at one time;
  - (4) *notwithstanding (i) and (a)(iii) above, the following COMMUNITY CARE FACILITIES licensed under the Community Care Facility Act, Residential Care Regulation and Child Care Licensing Regulation as amended:*
    - (a) a family CHILD CARE FACILITY for no more than 8 persons;
    - (b) a GROUP HOME residence for no more than 10 persons, of whom no more than 6 persons are in care; (AB #3843)
  - (5) BED AND BREAKFAST TYPE TOURIST ACCOMMODATION;
  - (6) workshop of a self-employed person involved in the following activities:
    - (a) repair of electrical household appliances and electric motors;
    - (b) cabinet or furniture manufacture;
    - (c) preparation of food products; (AB #3850)
  - (7) manufacture of novelties, souvenirs, and handicraft objects as an extension of a hobby;
  - (8) office of a self-employed person excluding a doctor, dentist or medical professional;
  - (9) propagation of plants, shrubs, fruits or vegetables for sale;
  - (10) dog and cat grooming provided no more than three (3) animals are on the premises for business purposes at one time and animals are not boarded.

**c) Duplex, Townhouse, Rowhouse, Single Family Attached, Coach House, Garden Suite, Residential Conversion Structure.**

- i) The use shall be conducted by one or more residents of the RESIDENTIAL USE.
- ii) The use may include, but not be limited to, any of the following activities:
  - (1) domestic crafts such as dressmaking, weaving, tailoring, shoe repair or similar activities;
  - (2) personal and non-medical health, fitness and related services for no more than two persons at a time;
  - (3) workshop of a self-employed person involved in the following activity:
    - (a) preparation of food products; (AB #3850)
  - (4) manufacture of novelties, souvenirs, and handicraft objects as an extension of a hobby;
  - (5) office of a self-employed person excluding a doctor, dentist or medical professional;
  - (6) propagation of plants, shrubs, fruits or vegetables for sale.

**d) Apartment, Dormitory, Congregate Living Housing, Secondary Suite, Manufactured Home in association with a Mobile Home Park Use.**

- i) The use shall be conducted by one or more residents of the RESIDENTIAL USE.
- ii) The use may include, but not be limited to, any of the following activities:
  - (1) office of a self-employed person excluding a doctor, dentist or medical professional;
  - (2) A manager's residence within a Mobile Home Park Zone shall be permitted the Accessory Home Occupation uses of a Single Family Detached Dwelling.

**I hereby confirm that I have read and understood the above Zoning Bylaw Regulations for an “Accessory Home Occupation” use and declare that the business which I will be operating will at all times comply with these restrictions.**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Position: \_\_\_\_\_

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