



BUSINESS LICENCE APPLICATION

BL #:

PURPOSE OF APPLICATION:	TYPE OF APPLICATION:	TRADE QUALIFICATION/LICENCING:	
<input type="checkbox"/> NEW APPLICATION	<input type="checkbox"/> ACCESSORY HOME OCCUPATION (AHO)	TRADE QUALIFICATION #:	
<input type="checkbox"/> CHANGE OF OWNER	<input type="checkbox"/> COTTAGE INDUSTRY (CI) <input type="checkbox"/> FARM USE	NON-PROFIT #:	
<input type="checkbox"/> RELOCATION OF BUSINESS	<input type="checkbox"/> NON-RESIDENT <input type="checkbox"/> MOBILE	OTHER:	
<input type="checkbox"/> CHANGE OF NAME	<input type="checkbox"/> COMMERCIAL <input type="checkbox"/> INDUSTRIAL		

BUSINESS INFORMATION:

BUSINESS NAME:		GROSS FLOOR AREA (m ²): (TO BE USED FOR BUSINESS)	
TYPE OF BUSINESS: <i>(FULLY DESCRIBE OPERATIONS IN DETAIL. IF YOU REQUIRE ADDITIONAL SPACE PLEASE SUBMIT A SEPARATE BUSINESS OUTLINE.)</i>			
BUSINESS ADDRESS:	UNIT / CIVIC #:	CITY:	
	STREET NAME:	POSTAL CODE:	
HOME / MAILING ADDRESS: <i>(IF DIFFERENT FROM ABOVE)</i>	UNIT / CIVIC #:	CITY:	
	STREET NAME:	POSTAL CODE:	
CONTACT INFORMATION:	NAME(S):		
	BUSINESS:	FAX:	
	MOBILE:	HOME:	
	E-MAIL:		
	WEBSITE:		

EMERGENCY CONTACT(S): <i>(WITHIN 30 MINUTE RESPONSE TIME)</i>	NAME:	PHONE:	
	NAME:	PHONE:	
BUILDING OWNER:	NAME:	PHONE:	
BUILDING MANAGER:	NAME:	PHONE:	

WILL THERE BE GOODS, EQUIPMENT OR VEHICLES STORED ON SITE FOR BUSINESS PURPOSES?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
WILL MERCHANDISE BE SOLD TO THE GENERAL PUBLIC? RETAIL, WHOLESALE, ONLINE SALES, ETC.	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
WILL THERE BE MEMBERS OF THE PUBLIC ENTERING ONTO THE PREMISES?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
WILL YOU BE CONDUCTING RENOVATIONS, IMPROVEMENTS OR INSTALLING SIGNAGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, EXPLAIN:	
WILL YOU BE OPERATING A DAYCARE?	<input type="checkbox"/> YES <input type="checkbox"/> NO # OF CHILDREN:	
WILL THERE BE ADDITIONAL EMPLOYEES? <i>(NOT INCLUDING BUSINESS OWNER)</i>	<input type="checkbox"/> YES <input type="checkbox"/> NO IF YES, HOW MANY?	FULL TIME: PART TIME:



BUSINESS LICENCE DECLARATION

BL #:

TYPE OF RESIDENCE (AHO/CI APPLICATIONS ONLY)

- SINGLE FAMILY DETACHED OR MANUFACTURED HOME
- DUPLEX, TOWNHOUSE, SINGLE FAMILY ATTACHED, COACH HOUSE OR GARDEN SUITE
- APARTMENT, SECONDARY SUITE, MOBILE HOME IN PARK, DORMITORY OR CONGREGATE LIVING HOUSE

ACKNOWLEDGMENT AND AGREEMENT OF TERMS

I/we, the undersigned, in accordance with the information provided, declare the statements to be true and correct. I/we hereby confirm that the business will comply at all times with the obligations outlined within the Zoning and Regulatory Bylaws for the City of Chilliwack.

SIGNATURE

DATE

Please be advised that you are required to read the attached regulation form for "Accessory Home Occupation" or "Cottage Industry" use should the proposed business be subject to these regulations. Does not apply to Commercial or Industrial Business Licence applications.

Please note incomplete applications will not be accepted. It is the responsibility of the applicant to ensure the application is completed in full.

BUSINESS LICENCE APPROVALS - OFFICE USE ONLY

DEPARTMENT	INSPECTOR	DATE	OTHER AGENCIES	INSPECTOR	DATE
<input type="checkbox"/> PLANNING APPROVAL			<input type="checkbox"/> FRASER HEALTH AUTHORITY		
<input type="checkbox"/> MANAGER APPROVAL			<input type="checkbox"/> ANIMAL CONTROL (FVRD)		
<input type="checkbox"/> BUILDING DEPARTMENT			<input type="checkbox"/>		
<input type="checkbox"/> FIRE DEPARTMENT			<input type="checkbox"/>		
<input type="checkbox"/> RCMP			<input type="checkbox"/>		

PLANNING REFERENCE

- EXISTING ZONE:
- PROPOSED USE:
- PARKING COUNT:
- DP/TUP/DVP/BP:
- SPECIAL EVENT:

FEES & PAYMENT

BASE FEE:

AREA FEE:

TOTAL FEE:

IMBL FEE:

PLANNING COMMENTS



Regulations for “COTTAGE INDUSTRY” use pursuant to Section 4(3) of the “Zoning Bylaw 2020, 5000”

COTTAGE INDUSTRY means a use of gainful nature carried on at the place of residence of one of the persons so employed, which is clearly secondary to a ONE FAMILY RESIDENTIAL USE on the same lot; may be permitted subject to the following conditions:

COTTAGE INDUSTRY means a use of gainful nature carried on at the place of residence of one of the persons so employed, which is clearly secondary to a ONE FAMILY RESIDENTIAL USE on the same lot; may be permitted subject to the following conditions:

- a) A cottage industry use shall not be permitted on a lot smaller than 0.4 ha.
- b) On properties within the AGRICULTURAL LAND RESERVE the use shall be a permitted agricultural use or shall be confined to the interior of the dwelling unit or structure for rural ancillary use or shall be approved in writing by the LAND RESERVE COMMISSION.
- c) The use shall be conducted by no more than 2 employees.
- d) The use shall not create a nuisance or cause disturbance to the residents in the surrounding area because of unreasonable emission of sound, vibration, smoke, odour, dust, fumes, heat, glare, radiation, electrical interference, traffic or by any other means
- e) The use and all associated equipment shall not occupy more than 30% of the total floor area of the dwelling unit nor shall it exceed 100m² of floor area. Where the use occupies a building other than a dwelling unit, the area so used shall not exceed 100m² in floor area and shall be clearly separated from other uses by walls or partitions.
- f) The use shall not involve the sale of a commodity not produced on the premises.
- g) The use shall in no way indicate its presence from the exterior of any building or structure on the lot except for one (1) sign in accordance with the City Sign Bylaw, in force from time to time.
- h) Adequate OFF-STREET PARKING shall be provided for the use such that no vehicles shall be parked on-street.
- i) The use may include any of the following activities:
 - i) any "ACCESSORY HOME OCCUPATION USE";
 - ii) instruction in music, art or crafts limited to not more than 10 students;
 - iii) woodworking;
 - iv) repair of yard maintenance equipment;
 - v) a GROUP HOME;
 - vi) motor vehicle repair, excluding painting or body work, provided that the property on which the use is to be located is in an area designated as Industrial in the City of Chilliwack Official Community Plan;

I/we hereby acknowledge that I have read and understood the above Zoning Bylaw Regulations for an “Accessory Home Occupation” use and declare that the business in which I operate will, at all times, comply with these restrictions.

SIGNATURE:

DATE: