

HOME BASED CHILD CARE BUSINESS LICENCE REQUIREMENTS

This checklist outlines all the requirements you must meet for a business licence for child care facilities operated as a home-based business in a residential zone. All child care facilities whether private or non-profit must meet these requirements.

Please read the following requirements carefully. For further clarification about the home based business regulations, please refer to Section 6.19 of the City's Zoning Bylaw No. 4500 or contact the Planning Dept. at (250) 755-4429.

6.19 DAY CARE

- 6.19.1. Day care for a maximum of 16 persons is permitted in any zone subject to the following:
 - 6.19.1.1. Section 6.20 does not apply to a day care facility operated as a home based business in a residential zone.
 - 6.19.1.2. A day care facility may be contained in a principal, an accessory, or a combination of principal and accessory buildings.
 - 6.19.1.3 In a residential zone, not more than one day care facility shall be permitted per dwelling unit, accessory building, or combination of them.
 - 6.19.1.4 In a residential zone, any person residing within the dwelling unit may be engaged in the operation of a day care facility in that dwelling unit.
 - 6.19.1.5 The business license holder or his / her spouse shall be the owner or leasee of the dwelling unit contained in the day care facility operated under the business license and one of them shall reside in the dwelling unit.
 - 6.19.1.6 In a residential or institutional zone, retail sales are specifically excluded in the operation of a day care facility.
 - 6.19.1.7 All storage related to the day care facility must be wholly contained within permanent buildings.

NOTE: Assembly occupancy (A-2) requirements in residential zones apply to daycares where the number of children in care is more than 8 to a maximum of 16.

APPLICANT'S ACKNOWLEDGMENT			
<p>I, _____ hereby make application for a licence in accordance with the particulars as stated in this application, and declare the information in the application to be true and correct. I undertake to supply to the Licence Inspector all documents, paper or certificates both requested by this division and required by other Federal, Provincial or Local Government Act and Regulations. I undertake to comply with all Bylaws of the City of Nanaimo and all other laws now in force or which may hereafter come into force. I also understand, payment of the business licence fee in advance does not guarantee approval of the licence and <i>I cannot commence business until such time as a business licence has been approved and issued.</i></p>			
Signature: _____		Date: _____	
FOR OFFICE USE ONLY			
Business Licence No.		Class Code: 6244	
Annual Fee	\$50.00	SIC Code:	
Fee Paid:	<input type="checkbox"/> Chq <input type="checkbox"/> Cash <input type="checkbox"/> Debit	Date Paid:	
APPROVALS: <input type="checkbox"/> Health <input type="checkbox"/> Planning <input type="checkbox"/> Other:			
RESTRICTIONS: _____			
APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:		
<p>"Personal information provided on this form is collected under the authority of the <i>Community Charter, Freedom of Information and Protection of Privacy Act</i> and the <i>Business Licence Bylaw</i>. Your business name, civic address and business telephone number may be released in accordance with the <i>Freedom of Information and Protection of Privacy Act</i>. Questions about the collection or release of your personal information may be referred to the Freedom of Information Coordinator, City Hall, 455 Wallace Street, V9R 5J6, (250) 755-4405."</p> <p style="text-align: center; color: blue;">BUSINESS OFFICE NOW LOCATED AT THE SERVICE AND RESOURCE CENTRE (SARC) 411 DUNSMUIR STREET, NANAIMO, BC</p> <p style="text-align: center;">MAILING ADDRESS: City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6</p> <p style="text-align: center;">Telephone: (250)755-4482 Fax: (250)755-4512 e-mail: licencing@nanaimo.ca</p>			