CITY OF NANAIMO
THE HARBOUR CITY
COMMUNITY DEVELOPMENT

HOME BASED / MOBILE APPLICATION

		BUSINESS LICENCE ACCOUNT NO.:	
		FILE NO.:	

Businesses operating in Nanaimo are required to have a valid business licence. The information requested in this application is necessary to fully evaluate your request for a business licence. **Completion of this form does not guarantee approval of a business licence. Business shall not commence prior to a licence being issued.**
1.) Licence fees apply to a calendar year Jan 1st to Dec 31st.
2.) Most licence fees are pro-rated quarterly in the first year of business for new businesses only.
3.) If the licence is approved, licence fees are not refundable.

Opening Date: _____ **Type: New** ☐ **Change of Address** ☐ **Change of Owner** ☐

INTER-COMMUNITY LICENCE REQUIRED: YES ☐ (ANNUAL FEE plus an additional $150.00 fee)

Note: This licence allows qualifying mobile businesses to operate in 12 participating Central Vancouver Island municipalities without requiring individual business licences. You must have a valid Nanaimo business licence before applying for an Inter-Community Business Licence. The fee is an additional $150.00 annually.

BUSINESS NAME:	
BUSINESS ADDRESS:	
CITY:	POSTAL CODE:
BUSINESS PHONE:	BUSINESS FAX:
BUSINESS EMAIL:	
REGISTERED OWNER(s) (please print)	
HOME PHONE:	CELL:
MAILING ADDRESS: (if different from business address)	
CITY:	POSTAL CODE:
EMERGENCY CONTACT:	
Name:	Phone:
Name:	Phone:
BUSINESS DESCRIPTON: ***(Please provide a detailed description of the business)***	
	Trade Qualification Number (if applicable)

NUMBER OF PEOPLE WORKING IN THE BUSINESS: - (Including owners, marshalling on site of more than one employee for work at another location is not permitted. Full Time: _____ Part Time: _____ Seasonal: _____

THIS SECTION MUST BE COMPLETED IN FULL

The City of Nanaimo wishes to facilitate home based business development by streamlining the licencing process. The attached checklist outlines all the requirements you must meet to ensure the business activities you propose do not impact on the neighbourhood. ***Please read the attached Home Based Business Regulations carefully.***

For further clarification about the home based business regulations, please refer to Section 6.20 of the City's Zoning Bylaw No. 4500 or contact the Planning Department at 755-4429.

Are Renovations Planned? Yes ☐ No ☐ (A building permit may be required for the renovations; if you are replacing or adding plumbing fixtures a building permit will be required. Please call 250-755-4429 for further details)

Is the business based in your home? Yes ☐ No ☐ ***(If yes, please read*** home-based business rules and regulations***)***

Is the business MOBILE? Yes ☐ No ☐ (Residence used for office purposes only)

Number of on-site PARKING SPACES _____ (You must have 3 or more onsite parking spots Bylaw 7013)

TOTAL FLOOR AREA OF BUSINESS PREMISES (Sq. Ft.) _____

Do you have a Commercial Decal**? Yes ☐ No ☐** ***(Commercial Decals are required for*** Business Vehicles***)***

APPLICANT'S ACKNOWLEDGEMENT

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 cannot commence business until such time as a business licence has been approved and issued.

Signature:_____ **Date:**_____

PAYMENT MUST BE SUBMITTED WITH APPLICATION – (Please complete reverse)

ECONOMIC DEVELOPMENT SECTION

The Economic Development Office collects data about the local economy. The information that you provide is summarized and analyzed by the Economic Development Office to measure trends in the local economy.

OWNERSHIP STRUCTURE : (check one only)

- ☐ **1. Proprietorship (single owner, not incorporated)**
- ☐ **2. Partnership (multiple owners, not incorporated)**
- ☐ **3. Limited Company (incorporated)**
- ☐ **4. Other: _____**

YEARS IN BUSINESS:
What year was the business established in Nanaimo?_____

TYPE OF BUSINESS (check one only)

- ☐ **Locally owned and operated (independent)**
- ☐ **Franchise**
- ☐ **Branch (head office outside Nanaimo)**
- ☐ **Other:_____**
- ☐ **Business not located in Nanaimo**

PRINCIPAL MARKETS:
What are the current principal markets for your products/ services? (check all that apply)

- ☐ **Local -- Nanaimo area**
- ☐ **Regional -- Vancouver Island**
- ☐ **Provincial**
- ☐ **National**
- ☐ **International**

BUSINESS PREMISES:

Do you lease / rent or own your business premises?

- ☐ **1. Lease / Rent**
- ☐ **2. Own**

FOR OFFICE USE ONLY

Business Licence No.:			Class Code:	
Annual Fee:			**SIC Code:**	
Fee Paid:		o Chq o Cash o Debit	Date Paid:	

APPROVALS: o Building o Fire o Planning o Health o RCMP o Other:

RESTRICTIONS:	

APPROVAL DATE:	SIGNATURE OF BUSINESS LICENCE INSPECTOR:

"Personal information provided on this form is collected under the authority of the *Community Charter*, *Freedom of Information and Protection of Privacy Act* and the *Business Licence Bylaw.* Your business name, civic address and business telephone number may be released in accordance with the *Freedom of Information and Protection of Privacy Act*. 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."

BUSINESS OFFICE NOW LOCATED AT THE SERVICE AND RESOURCE CENTRE (SARC) 411 DUNSMUIR STREET, NANAIMO, BC

MAILING ADDRESS:
City of Nanaimo, Business Licence Section, 455 Wallace Street, Nanaimo, BC V9R 5J6
Telephone:(250)755-4482 Fax: (250)755-4512 e-mail: licencing@nanaimo.ca

Development Services Department

Planning Division - Home Based Business Regulations

6.20 HOME BASED BUSINESS

6.20.1. More than one home based business shall be permitted per dwelling.

6.20.1.2 Any person residing within the dwelling unit or secondary suite may be engaged in the home based business, and the business license holder of a home based business shall be a resident of the dwelling unit or secondary suite in which the home based business is originating.

6.20.1.3 A maximum of one non-resident home based business employee is permitted to work in the dwelling unit.

6.20.1.4 Notwithstanding Subsection 6.20.1.2., where there is a home based business within a secondary suite, no non-resident home based business employee shall be permitted to work on the parcel for that home based business.

6.20.2 The home based business shall be wholly contained in either the dwelling or an accessory building, or a combination thereof, subject to the following:

6.20.2.1. In a dwelling unit, the home based business shall not occupy more than 100m2 of the dwelling unit, or 50% of the dwelling unit, whichever is less.

6.20.2.2. Where the home based business is located in an accessory building, the home based business shall not occupy more than 42m2.

6.20.2.3 Where a home based business is located within a secondary suite, the home based business shall be wholly contained within the secondary suite and shall not occupy more than 42m2 or 50% of the secondary suite, whichever is less.

6.20.2.4 Notwithstanding Subsections 6.20.1., where a dwelling contains a secondary suite and both the dwelling unit and the secondary suite each contain a home based business, or portion thereof:
the home based business for the secondary suite shall not occupy more than 42m2, or 50% of the secondary suite, whichever is less; and
the home based business for the principal dwelling unit shall not occupy more than 60m2, or 50% of the dwelling unit, whichever is less.

6.20.2.5 Notwithstanding Subsection 6.20.2.1., where a home based business is contained within both the dwelling and the accessory building, the sum total of the Gross Floor Area shall not exceed 100m2, or 50% of the dwelling unit, whichever is less.

6.20.2.6 Where a home based business involves vehicle or equipment repair or service, all vehicles, machinery and equipment under repair must be wholly contained within the dwelling unit, secondary suite or accessory building, and shall not, at any time, be stored outside of a building.

6.20.2.7 All storage related to the home based business must be wholly contained within permanent buildings.

6.20.3. The following uses are specifically prohibited as a home based business:

6.20.3.1 Retail stores.

6.20.3.2 Auto body shop, vehicle storage, wrecking or dismantling.

6.20.3.3 Storage, wrecking, dismantling, structural repair, painting or metal plating of vehicles and equipment, including motor vehicles, recreational vehicles, boats and other water vessels, aircraft, all-terrain vehicles and snowmobiles, heavy equipment and machinery.

6.20.3.4 Pet day care, boarding kennel, animal training and commercial dog breeder.

6.20.3.5 Commercial sawmill.

6.20.4 The home based business shall not discharge or emit odorous, toxic, or noxious matters or vapours, heat, glare, noise, vibration, smoke, dust, effluent or other emission hazard, electrical interference or radiation across any lot line.

6.20.5. Home based businesses shall not generate significantly more traffic than the dwelling would.

6.20.5.1. Notwithstanding the foregoing, no more than 10 vehicle trips to or away from the dwelling unit or accessory building generated by the home based business or businesses shall be permitted per day between the hours of 7am and 9pm. No vehicle trips generated by the home based business or businesses shall be permitted between 9pm and 7am.

6.20.6. Not more than one identifiable commercial vehicle shall be stored or parked on the lot at a time.

6.20.6.1 Notwithstanding the foregoing, no lot zoned residential shall be used for the storage or repair of commercial vehicles having a gross vehicle weight greater than 8,600kg.

6.20.7. Home based businesses must have a valid City of Nanaimo business license.

6.20.7.1. The City reserves the right to confirm compliance with the above regulations on an annual basis. Renewal of business licenses will be granted on this basis and shall not be automatic.

6.20.8. A home based business shall be permitted in any dwelling unit regardless of zoning classification provided it meets all other applicable requirements of this section.

6.20.9. In addition to the foregoing, the following regulations apply to home based businesses within recreational vehicles.

6.20.9.1. Notwithstanding Subsection 6.20.8., a home based business shall not be permitted to operate from a recreational vehicle; unless a home based business is located within the R11 Zone, in which case not more than one home based business shall be permitted per recreational vehicle.

6.20.9.2. Notwithstanding Subsection 6.20.9.1., the home based business must be wholly contained within the recreational vehicle or an accessory enclosed deck or patio.

6.20.9.3. Only those persons who reside within the recreational vehicle may be engaged within the home based business.

6.20.9.4 Notwithstanding Subsection 6.20.6., no commercial vehicles ancillary to the home based business shall be stored or parked on the lot.

- Only Non-illuminated facia signs are permitted as a home occupation sign in the (RESIDENTIAL) 'RS-1' to 'RS-5' inclusive, and 'C-14', 'RM-1' and shall not exceed 0.2m2 in area (2.2ft2). (Bylaw 4767)
- A minimum of 3 onsite parking space are required. An additional parking space is required if a secondary suite exists on the property pursuant to "DEVELOPMENT PARKING REGULATIONS BYLAW 2005 NO, 7013" Schedule A.

As per City of Nanaimo Zoning bylaw 2011 No. 4500