



City of Coquitlam Business Licence Application Form Home Occupation

Legal, Bylaw Enforcement & Licencing
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
Phone: 604.927.3085 Fax: 604.927.3445

Instructions: If more information is required than a field allows for, please attach additional pages.

- New Application Change of Name/Address Proprietorship Partnership Corporation

Part 1 – Business Contact Information

(Note: Business contact information is not considered personal information and will be released on request)

Trade or Operating Name: _____

Corporate Name: _____ Incorporation #: _____

Business Owner: _____ Title/Position: _____
(Surname/First Name/Initial)

Business Address: _____ City/Province: _____ Postal Code: _____
(Unit No. /Street No. /Street Name)

Phone: _____ Fax: _____ Other: _____

Email: _____

Mailing Address: _____ City/Province: _____ Postal Code: _____
(If different than above) (Unit No. /Street No. /Street Name)

Department Use Only
Legal Address: _____

Part 2 – Company Information

Name of Owner(s), Principle Officer(s) and/or Partner:

Name: _____ Title/Position: _____ Phone: _____
(Surname/First Name/Initial)

Address: _____ City/Province: _____ Postal Code: _____
(Unit No. /Street No. /Street Name)

Name: _____ Title/Position: _____ Phone: _____
(Surname/First Name/Initial)

Address: _____ City/Province: _____ Postal Code: _____
(Unit No. /Street No. /Street Name)

Part 3 – Business Information

Commencement Date: _____ Are you the homeowner? Yes No

Number of employees (Including owner, working from the premises.): _____ Full Time: _____ Part Time: _____

Have you previously held a business licence in Coquitlam? Yes No, Location: _____

Is there a secondary suite located in the residence? Yes No Is the business conducted from the suite? Yes No

Total finished area of residence: _____ Proposed area for business use: _____

*Please attach an accurate diagram of your floor plan or sketch in the area provided in Part 5 of this form.

Part 3 (continued) – Business Information

Fully describe business activities (Attach additional sheets if more space is needed.):

If contractor: TQ# _____ Number of employees working at Coquitlam location: _____

Are goods, vehicles or equipment being stored on premises? Yes No

If Yes, please specify: _____

Does the proposed business or its principles/employees hold all legally required certifications and/or memberships?

Yes No If Yes, please specify:

Type: _____ Number: _____

Part 4 – Applicant Statement

I/We have received and read a copy of the excerpt from the City of Coquitlam Zoning Bylaw No. 3000, 1996, as related to *Home Occupation Uses*. _____ (INITIAL)

I/We the undersigned hereby make application for a Business Licence in accordance with the information as stated and declare that the statements are true and correct. I/We undertake, if granted the licence applied for, to comply with each and every obligation contained in the bylaws now in force or which may hereafter come into force in the City. I/We further understand that all Business Licences expire one year from the date of commencement and must be renewed each year. Every Business Licence is subject to review at any time and may be suspended or revoked for cause.

The personal information collected on this form is collected in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect your information for the purposes of administering the Business Licencing System in accordance with Division 9 of the *Community Charter*. Should you have any questions or concerns about the collection of your personal information, please call the Supervisor of Bylaw, Business Licencing & Animal Services at: (604) 927-3085. (NOTE: Business contact information contained in PART 1 is not considered personal information and will be released on request).

Licence Fee Required With Application: \$ _____ (May be subject to amendment) Prepaid #: _____

This Form Completed By: _____ Signature: _____
(Type or Print)

Position in Business: _____ Phone: _____ Date: _____

Part 5 – Floor Plan

Please attach (or sketch in the area provided) an accurate diagram of your floor plan indicating where your business use is located within the premises.

Licence Department Use Only

Property Zoned: _____ Application Received By: _____ Date: _____

Approvals: Clerk _____ Property Use _____ Zoning _____ Building _____

FHA: Required _____ Notify Only _____ Other (Specify) _____

Classification: 1. _____ B/L# Issued _____ Rev. # _____ Fee: _____

2. _____ B/L# Issued _____ Rev. # _____ Fee: _____

3. _____ B/L# Issued _____ Rev. # _____ Fee: _____

Approved By Supervisor: _____ Date: _____ Issued Date: _____ Issued By: _____

Conditions:

The following is an excerpt from the City of Coquitlam Zoning Bylaw 3000, 1996 as amended:

508 Accessory Uses

(3) Accessory Home Occupation

An *accessory home occupation use*:

- (a) must be validly licenced;
- (b) must not involve the retail sale and delivery of goods on the premises unless the goods are produced on the premises;
- (c) must not involve the outdoor display or storage of goods and materials;
- (d) shall be conducted by at least one permanent resident *person* of the *residential use* to which it is accessory and shall employ no more than one non-resident *person*;
- (e) must not detract in any way from the residential character of the exterior of the *building* in which it is conducted nor indicate in any way from the exterior that the premises are being so used, except for non-illuminated fascia signage (0.2 square metres maximum) as permitted in the City of Coquitlam Sign Bylaw currently in force;
- (f) must not result in parking, pedestrian or vehicular traffic to the home, in excess of that which is characteristic of the zone within which it is located;
- (g) must not involve the storage of dangerous goods or discharge or emit odorous, toxic or noxious matters, heat, glare, radiation or noise except as characteristic of a residential *dwelling unit* nor produce solid or offensive waste not characteristic or in excess of volumes characteristic of a residential *dwelling unit* and as permitted under the City's Solid Waste Bylaw currently in force;
- (h) must not involve the keeping of animals for financial gain or breeding of any animals as an *accessory home occupation use*;
- (i) must be completely enclosed within a *building* used for *residential* or *accessory residential use*, except when the *accessory home occupation use* involves a daycare;
- (j) must not occupy more than 40% of the *residential floor area* of the *dwelling unit*;
- (k) must not carry on a business as an adult entertainment use, adult video store, cheque cashing business, methadone dispensary, scrap metal dealer, or tattoo parlour; and,
- (l) must not involve the repair, salvaging or maintenance of motor vehicles as an *accessory home occupation use*.