



City of Coquitlam Business Licence Application Form Home Based Business

Community Safety
3000 Guildford Way, Coquitlam, B.C. V3B 7N2
Email: businesslicences@coquitlam.ca
Phone: 604.927.3085

Instructions: Additional information may be requested upon review of application.

New Application Business Information Change Only

Part 1 – Business Contact Information

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

Doing Business As (DBA) or Operating Name: _____

Corporate Name: _____ Incorporation #: _____

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

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

Phone: _____ 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

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

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

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

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

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

Part 3 – Business Information

Coquitlam Start Date: _____

Is this your permanent residence? Yes No (**Owner/Operators:** Provide one of the following to establish proof of residency:
Government issued photo identification with name and address; Utility Bill with name and address; Tax notices with name and address; Insurance documents; Vehicle Registration; OR Other proof of residency)

Part 3 (continued) – Business Information

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

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

Number of employees (including owner) working at the residence: _____

Maximum number of employees from your company working on Coquitlam job sites each day: _____

Details of your proposed business activity. Include nature of the business, including all business activity, products sold and services provided at this location:

This business is:

Mobile **only**, no customers to the home (*if clients will attend the home, please submit a detailed, dimensioned floor plan)

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, memberships and/or trade qualifications? 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).

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

Position in Business: _____ Phone: _____ Date: _____

Licence Department Use Only

Application Received By: _____ Date: _____ B/L# Issued _____ Rev. # _____ Fee: _____

Please keep this page for your ongoing reference.

The following is an excerpt from the City of Coquitlam Zoning Bylaw 3000, 1996 as amended and summarized regulations specific to a home occupation:

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*.