

ACCOUNT# _____	PROPERTY# _____	LICENCE# _____
OFFICE USE ONLY		

BUSINESS LICENCE APPLICATION

BYLAW AND LICENSING SERVICES

750 17th Street, West Vancouver, B.C. V7V 3T3
 t: 604-925-7152 | f: 604-925-7451 | e: bylawdept@westvancouver.ca

Application Type: New Business/Ownership Change Address Change Name Change Home-based Business
 Contractors: Inter-municipal – W.V. Residents Only Out of Town Liquor Licensed Restaurant

PLEASE PRINT

Applicant Name: _____
 (Licencee name, owner's personal name if unincorporated – corporate/limited name if incorporated)

Mailing Address: _____
 (for invoicing and licensing correspondence)

<i>civic (unit)</i>	<i>house no.</i>	<i>street</i>	<i>city</i>	<i>postal code</i>
_____	_____	_____	_____	_____
<i>business phone number</i>		<i>cellular</i>	<i>email</i>	
_____		_____	_____	

Business Operating Name: _____
 (Trade name – name of business that differs from registered legal name of business)

Location of Business: _____

<i>civic</i>	<i>house no.</i>	<i>street</i>	<i>city</i>	<i>postal code</i>
_____	_____	_____	_____	_____
<i>business phone number</i>		<i>cellular</i>	<i>email</i>	<i>fax</i>
_____		_____	_____	_____

Manager/ Local Contact: _____
Full name _____ *manager's phone* _____

Business Description: _____

West Vancouver Business Start or Opening Date: ____/____/____ / Total Square Footage: _____
month day year

Number of employees working in the District of West Vancouver: _____
Contractors – Please provide a copy of Driver's Licence and certification **TQ/LEL/SA/LGA #:** _____

Are you renovating or altering the premises? Yes No Building Permit # _____

I HEREBY make application for a Business Licence in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a licence is granted I will comply with all bylaws and regulations of The Corporation of the District of West Vancouver.
 I UNDERSTAND that I will be subject to fines if I open and/or operate without having received all necessary building, bylaw, health, and/or fire inspections and all necessary permits prior to the final licence inspection and prior to the issuance of a Business Licence.

Applicant Name: _____ Signature: _____ Date: ____/____/____ /
month day year

Freedom of Information and Protection of Privacy Act Notification: Your personal information is collected by the District of West Vancouver under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to process your business licence application. If you have any questions about the collection of this personal information please contact the Records/Information Coordinator, District of West Vancouver, 750 17th Street, West Vancouver, BC at 604-921-3497.

OFFICE USE ONLY

Call number _____ Fee _____ Invoice mailed/emailed _____

Approved _____ Date approved ____/____/____ /
month day year

SEE REVERSE =>



Municipal Hall
 main reception

750 17th Street West Vancouver British Columbia V7V 3T3
 t: 604-925-7000 e: info@westvancouver.ca westvancouver.ca

BUSINESS LICENCE APPLICATION | PAGE 2

WEST VANCOUVER ZONING BYLAW NO. 4662, 2010 Section 130.04 - Home Based Business

- 1) Where permitted, a home based business is subject to compliance with the following regulations:
 - a) No non-family member, and no more than two (2) persons of an immediate family shall be in any way engaged, occupied or employed to work on or from the premises in connection with such home based business, and such family persons shall reside in the dwelling.
 - b) No goods, wares, merchandise or other commodities shall be sold directly in, or upon, or from the premises.
 - c) No stock-in-trade, materials, supplies or goods related to the home based business shall be kept or stored outside any building on site.
 - d) No more than one vehicle shall be used in connection with the home based business and no such vehicle shall be in excess of 2,268 kilograms gross vehicle weight.
 - e) The home based business shall not generate more than one client to the site from which the business is being operated at any given time or cause more business related vehicle trips to the home than is normal in a residential area.
 - f) The home based business shall not contribute or cause any noise, heat, glare, odour, electrical interference or other nuisance to the immediate neighbourhood.
- 2) Notwithstanding the provisions in this Section, a physician's office is permitted within dwellings in the RD1, RD2, RM1 and RM2 zones.
- 3) Bed and Breakfast is defined and regulated separately and is not a home based business for the purposes of this Zoning Bylaw.
- 4) Without limiting the generality of this section, the following are not permitted as home based businesses:
 - a) beauty salon or barber shop;
 - b) orchestra or band training;
 - c) places of public assembly;
 - d) real estate sales;
 - e) restaurants;
 - f) retail sales directly from the site;
 - g) schools or recital areas;
 - h) stables or kennels for the boarding and breeding of animals; and
 - i) salvage or repair of vehicles.
- 5) All client parking associated with the home based business shall be accommodated onsite.

I HAVE UNDERSTOOD AND WILL COMPLY WITH
WEST VANCOUVER ZONING BYLAW NO. 4662, SECTION 130.04

Signature