

ACCOUNT# _____	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 #:** \_\_\_\_\_  
**West Vancouver businesses - 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 Notice of Collection and Use:** 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 your business is located within the Ambleside-Dundarave Business Improvement Area, Business Operating Information provided in your business licence application (the address of your business, its operating name, and the name of the individual who applied for the business licence) will be provided to the Ambleside-Dundarave Business Improvement Association (ADBIA). To learn more about the ADBIA please contact 604-210-3500 or email [info@adbia.ca](mailto:info@adbia.ca).

**SEE REVERSE →**

OFFICE USE ONLY

Call number \_\_\_\_\_ Approved \_\_\_\_\_ Date approved \_\_\_\_/\_\_\_\_/\_\_\_\_



**Municipal Hall**  
 main reception

750 17th Street West Vancouver British Columbia V7V 3T3  
 t: 604-925-7000 e: info@westvancouver.ca [westvancouver.ca](http://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, other than a home based artist studio, which is permitted to sell artwork and crafts produced on the same 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) orchestra or band training;
  - b) places of public assembly;
  - c) restaurants;
  - d) notwithstanding section 130.04(1)(b), retail sales directly from the site;
  - e) schools or recital areas;
  - f) stables or kennels for the boarding and breeding of animals; and
  - g) salvage or repair of vehicles.
- 5) All client parking associated with the home based business shall be accommodated on-site.
- 6) The operator of the home based business is responsible for complying with all applicable health and safety regulations.

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

\_\_\_\_\_  
Signature