

## BUSINESS LICENCE CHANGE OF INFORMATION

DATE: \_\_\_\_\_

**PART 1: EXISTING LICENCE INFORMATION - Complete ALL fields**

Business Licence No.:	Business Name on Existing Licence: (Sole Proprietor, Partnership, or BC Incorporated Company Name)
Business Address on Existing Licence:	

**PART 2: NEW COMPANY & BUSINESS LOCATION INFORMATION - Provide NEW information ONLY**

NEW Business Name: (Sole Proprietor, Partnership, or BC Incorporated Company Name)	BC Corporation / Society or Extra Provincial Company / Society Registration No.:	
NEW Trade Name/Doing Business As:		
NEW Business Type:		
NEW Business Address:	Business Location Type: Vancouver Commercial/Industrial Premise Vancouver Home Based /Residential Premise Owner of the property      Tenant of the property Out of Town (proceed to PART 5 of this form)	
NEW Mailing Address:		
Business Email Address:	Business Phone #: (required)	Preference for annual business licence renewal: By Mail      By E-mail

**PART 3: CONDITIONS OF A HOME BASED BUSINESS-Applicable to Vancouver Home Based Business Locations ONLY**

**N/A - Out of Town OR Vancouver Commercial/Industrial Business Location - Proceed to Part 4 of this form.**

**\*\*Home-based business** is a business, trade, profession, or occupation operated from a home. The business is conducted as an accessory use subordinate to the principal residential use of a dwelling unit and must only be conducted within the principal building on the site.

1. The home-based business is operated by a resident(s) of the home.
2. No more than 33.3% of the total gross floor area of the home or 46 m<sup>2</sup> (whichever is the lesser) is used for any home-based business, regardless of the number of businesses operating out of the home.
3. No more than 3 customers are permitted in the home at any time, regardless of the number of businesses operating out of the home.
4. Customers are permitted by appointment only, between 8 am to 8 pm on weekdays, and between 10 am to 8 pm on weekends/holidays.
5. No more than two (2) non-resident employees are involved in any home-based business in the home at one time, regardless of the number of businesses operating out of the home.
6. If an identification sign for a business is displayed at a residence, it must meet the definition of an 'identification sign' in Sign By-law No. 11879 Section 6(12).
7. Except for signage, there should be nothing else to indicate from the exterior of the home that it is being used for any purpose other than its principal and approved residential use.
8. The home-based business is carried out entirely within the dwelling, except products and materials related to a home-based business are permitted to be stored in an accessory building or garage.
9. No offensive noise, odour, light, vibration, smoke, heat or other objectionable effect shall be produced.
10. If I am not the owner of the dwelling unit, I have discussed and received permission to operate the home-based business from the property owner/manager.

I do **not** require a space in a commercial building to carry on this business and choose to use my place of residence as my business address.

**The information provided may be shared in accordance with the Freedom of Information Act.  
I understand and agree to the above noted terms, regulations and conditions.**

**Business Owner/ Resident Signature:** \_\_\_\_\_

**PART 4: NEW BUSINESS LOCATION INFORMATION - Complete ALL fields.**

**Provide information for your Vancouver business location:**

\_\_\_\_\_ Total # of regular & part-time employees (including business owner) at business location  
\_\_\_\_\_ Total # of company &/or employee vehicles at business location  
\_\_\_\_\_ Total square footage of business location

**Provide information for your Vancouver commercial/industrial premise location:**

\_\_\_\_\_ **N/A-Vancouver Home Based/Residential proceed to PART 3 of this form**  
Occupancy date of commercial/industrial business location \_\_\_\_\_  
YES NO Are you sharing space with another company at the commercial/industrial business location?  
YES NO Will you be/have you performed any structural alterations to the commercial/industrial business location?  
\_\_\_\_\_ Building/development permit No. \_\_\_\_\_ Occupancy permit no. \_\_\_\_\_  
\_\_\_\_\_ Total # of coin operated vending machines. \_\_\_\_\_ Total # of bank/ATM machines \_\_\_\_\_  
\_\_\_\_\_ Restaurants: Total # interior seats. \_\_\_\_\_ Total # of exterior seats \_\_\_\_\_

Do you have a program in place to separate and recycle the following items: (\*check only if your business does not generate this type of material)  
Compostable organics - food scraps, yard trimmings, clean wood waste?  YES  NO  DON'T CREATE\*  UNKNOWN  
Recycling - paper, cardboard, glass/plastic/metal containers?  YES  NO  DON'T CREATE\*  UNKNOWN

**PART 5: APPLICANT STATEMENT**

I/We the undersigned confirm as the business owner(s)/agent for the owner(s) that the above noted information is correct and agree to comply with ALL relevant provisions of the Licence By-law No. 4450 and other applicable City By-laws. It is also understood that the business owner(s)' is/are responsible for the overall management of the business including staff while representing the owner(s)' business. Further, failure to meet these obligations may result in the business licence being suspended or reported to City Council for possible revocation. The information provided may be shared in accordance with the Freedom of Information Act.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
First Last Owner/Directors Representative/Agent

**PART 6: PAYMENT OF FEES**

Fee(s) will be charged for each licence for the following changes as per Schedule "B" of Licence By-Law No. 4450. Please include payment with this document. If payment is not included, an invoice will be sent to you.

\$13.00 Change of Business Name &/or Trade Name (Doing Business As)  
\$32.00 Change of Business Address  
\$13.00 Change of Licence Type

**LICENCE DEPARTMENT USE ONLY**

APPROVALS REQUIRED: ZONING BUILDING POLICE HEALTH  
CLASSIFICATION(S): 1. \_\_\_\_\_ Licence Number: \_\_\_\_\_  
2. \_\_\_\_\_ Licence Number: \_\_\_\_\_