



DISTRICT OF PORT HARDY

PO Box 68
Port Hardy, BC V0N 2P0

Phone (250) 949-6665
Fax (250) 949-7433

BUSINESS LICENCE APPLICATION

Please Print

Date of Application _____ Type of Ownership _____

Full Business Name: _____

Name of Applicant(s): _____

Mailing Address: _____

Postal Code _____ Business Location: _____

Business Phone: _____ Cell Phone: _____ Fax: _____

Primary Type of Business: _____

Zoning: _____ Number of Employees: _____ Number of Rental Suites: _____

Relationship of Applicant to Business: _____
(Owner, Agent, etc.)

Trade Qualification Number: _____
(Plumbing, HPO, etc.)

Owner's Home Address: _____

Owner's Home Phone: _____ Email: _____

Declaration of Applicant:

I/We hereby make application for a licence in accordance with the particulars as above stated and declare that the above statement is true and correct. I understand that if I am granted the licence applied for I must comply with each and every obligation contained in all laws and bylaws now in force or which hereafter come in force in the District of Port Hardy. I also declare that I, or persons in my employ, am duly qualified under applicable laws to practice the trade or profession for which I am making application.

Please Print

Signature of Applicant(s)

FOR OFFICE USE ONLY:

Category # _____ Class _____ Fee Rate _____ Fee Amount \$ _____ Code _____

Out of Town Business - Bond Amount \$ _____ Account Number _____

Approvals

Building Inspector: _____ Approved / Not Approved Date: _____
(Signature)

Dir. Corp & Dev Scvs _____ Approved / Not Approved Date: _____
(Signature)

EPCOR – CC Apparatus Required / Not Required _____ Date: _____
(Signature)

Date of Finance Review _____ Financial Officer: _____

Date Entered in MAIS _____ Entered By: _____

DISTRICT OF PORT HARDY

BUSINESS LICENCE APPLICATION

Home Occupation

To be completed in addition to the Application for Business Licence

Business Name: _____

Business Location (civic address) _____

A Home Occupation is any business permitted in residential areas under the provisions of the Home Occupation regulations set out in the District of Port Hardy Zoning Bylaw and any amendments thereto.

Section 5.1.13 Home Occupation

Home Occupations, under this section refers to a Home Occupation as defined in Section 1.2 of the District of Port Hardy Zoning Bylaw and shall not change the principal character or external appearance of the dwelling involved. This includes but is not limited to:

- (2) be carried out only by a member or members of the family residing in the dwelling unit in which the home occupation is carried out and no more than one person not resident thereon shall work within the dwelling unit.
- (3) produce no offensive noise, traffic, smoke, dust, odour, glare or electrical interference;
- (4) be carried out wholly within the dwelling unit or within a permitted accessory structure;
- (5) be carried on with no exterior indication of the home occupation as a result of outdoor storage, display, or flood-lighting;
- (6) not use materials or processes that produce flammable or explosive vapours or gases under ordinary temperatures;
- (7) not involve storage of materials outside the dwelling unit or accessory building, which are used directly for the processing or result from the processing of any product of the home occupation;
- (8) not require delivery of materials or commodities in such bulk or quantity as to require regular or frequent delivery by commercial vehicles or trailers;
- (9) not generate any increase in on-street vehicle parking attributable to the use of the premises for a home occupation or generate pedestrian or vehicular traffic in excess of that which is characteristic of the neighbourhood;
- (10) not involve alterations to the dwelling that would change the character of the building as a dwelling;
- (11) be located wholly within the dwelling unit or an accessory building and shall not exceed an area of more than 20% of the floor area of the principal building; and
- (12) Home Occupational Signs shall be permitted subject to the following conditions:
 - (a) the sign shall be located in a zone that permits a home occupation;
 - (b) the sign shall be situated in the yard facing the front road in a visible location from the road;
 - (c) shall be the only Home Occupation Sign located on the subject lot;
 - (d) may be lighted; and
 - (e) shall not exceed .2 square meters (2.15 square feet) in area.
- (13) Operators of all home occupations must obtain a business license and comply with all provisions of the District of Port Hardy Business Bylaw as amended from time to time.
- (14) Home Based Business Owners should make themselves familiar with Section 9 of the Business Licence Bylaw. (available online at www.porthardy.ca)

I hereby agree to comply with all of the Home Occupation regulations and any amendments made from time to time.

Please Print Name

Signature