



Corporation of the Village of Cumberland

2673 Dunsmuir Avenue
PO Box 340
Cumberland, BC. V0R 1S0
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Home Occupation Business License Application

This form is used to apply for Home Occupation and associated Inter-Community Business Licenses as defined below:

HOME OCCUPATION

means any trade, occupation, profession or craft for economic gain or support which is clearly incidental to the principal residential use of a parcel; but specifically excludes repair of automobiles not owned or operated by those living on the subject parcel.

INTER- COMMUNITY

means a business that is located on or in a property within the Village and where the activity takes place in the participating municipalities:

Participating Municipalities: Inter-Community Business Licenses

City of Campbell River	City of Duncan	District of Lantzville	City of Parksville
Town of Comox	Town of Ladysmith	City of Nanaimo	City of Port Alberni
City of Courtenay	Town of Lake Cowichan	District of North Cowichan	Town of Qualicum Beach
Village of Cumberland			

Step One: Preparation for Application

Before submitting an application, the general characteristics of the application should be discussed with municipal staff. This will help familiarize the applicant with the municipality's basic requirements with respect to zoning, public health and safety, and other considerations that may affect the application.

Step Two: Submit Your Application (which must be accompanied by the following information to be deemed complete)

1. The application form signed by the applicant(s). If the applicant is not the Owner of the property, a letter of agency which authorizes the applicant to operate a business is required.
2. If your business involves a specialized trade or a professional designations, a list of the names of employees and their trade or license number or designation.
3. Proof of Health Approval for personal service or food service is required or for Community Care Facilities application for daycare. Please noted that the approved CCFL will be required prior to the Village issuing a License.
4. As every application or renewal is unique, the applicant may be required to provide the following
 - a) copies of applicable certification or letters of approval by federal, provincial, municipal or other agencies, professional associations or societies
 - b) a Criminal Record report from the RCMP (for any business that deals with minors or other disadvantaged group of people)
 - c) proof of liability insurance coverage, in a form acceptable to the Village;
 - d) such other information, documents or materials as the Village may consider relevant to the consideration of the application.

Step Three: Application Process Overview

1. The complete application is received and processing begins.
2. Planning reviews the application pursuant to the land use requirements. When completed she may make a recommendation for approval, and may include conditions for approval.
3. When the application is for daycares, nursery school, adult care etc, the Fire Chief reviews the application from his perspective of the Fire Code requirements for the proposed use. He may, if he deems it appropriate carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
4. When the application is for daycares, nursery school, adult care etc, the Building Inspector reviews the application from his perspective of compliance with the BC Building Code requirements for the proposed use. He may, if he deems it appropriate carry out an inspection of the proposed premises. When completed he may make a recommendation for approval, and may include conditions for approval.
5. The CAO reviews the application, and any recommendations made by the staff. If he deems it appropriate, When completed he may approve, deny, or defer the application for further information for clarification. His approval may include conditions that have to be met, prior to the Business being opened to the public.
6. Administration staff advises the applicant that the Business License has been approved. They will tell you what the License fees are as required by Schedule A of the *Corporation of the Village of Cumberland Business License Bylaw No. 896, 2009* and in the *Inter-Community Business Licence Bylaw 2013, No. 995* (if applicable). When all fees are paid and conditions met, the License will be issued.
7. Business Licenses are valid for the calendar year. Renewal notices are sent out the beginning of December. Failure to pay for the next years' license means the License is no longer valid, expires, and a new application may have to be made.

Please note: During processing, applicants are notified by email or telephone of the outstanding item(s) or necessary upgrades etc. If there has been no return call/email or action within 15 days, a written notice outlining the deficiencies is sent to the applicant. If there is *Please note that this form can be used for individual applications as well as any combination ie. just a Home Occupation, or Home Occupation and Inter-Community* not satisfactory action for a further 15 days, the file is deemed to be abandoned and the file is put away.

Fees	Annual Home Occupation License (pro-rated July to December)	\$110/\$55
	Fire & Safety Inspection	\$100
	Criminal Record Check (if done by the Village)	\$40
	Building Inspection	\$50
	Annual Inter-Community License (no pro-ration)	\$150

4.7 Home Occupations

Home Occupation	means an <i>accessory</i> use within a <i>dwelling unit</i> operated by a resident of the <i>dwelling unit</i> , established and operating in accordance with Section 4.7.
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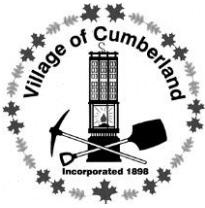
- a) The following are excluded as *home occupations*:
- i) the commercial repair of automobiles not owned or operated by those living on the subject *lot*;
 - ii) manufacturing, welding or any other *light industrial* use;
 - iii) *warehouse* or retail outlet;
 - iv) *animal kennel*;
 - v) any use that involves the use of mechanical equipment save as is similar to that ordinarily employed including purely private domestic and household use;
 - vi) any use or occupation, either by stored materials, displays, floodlighting or otherwise, which alters the character of the dwelling as a private residence; and
 - vii) any use which creates a nuisance such as noise, fumes, dust, odour, traffic or parking which would interfere with the enjoyment of the residential amenities of the neighbourhood.
- b) In *dwelling units* above or behind *commercial uses*, *home occupation* as a permitted use is restricted to *office space* for a business which is lawfully carried on at another location.
- c) The following *home occupations* are otherwise permitted:
- i) small scale home crafts including sewing, and hobby crafts such as woodworking, art, and pottery;
 - ii) private music, dancing, art and art lessons and academic tutoring providing that the number of pupils receiving instruction on the premises at any one time is four or less;
 - iii) *personal services*;
 - iv) *office use*, catering businesses and dog grooming;
 - v) *daycares*;
 - vi) repairs to small appliances and electronics where appliances serviced have a maximum volume of 0.23metres³ (8.0feet³); and
 - vii) *professional services*.
- d) Persons employed in a *home occupation* are limited to those residing on the property in the *dwelling unit* in which that *home occupation* is located and two non-resident *employees* to a maximum of four persons for any *home occupation*.
- e) Materials and commodities shall not be delivered to or from the residence in such bulk or quantity as to require regular or frequent delivery by commercial vehicle or trailer.
- f) All uses shall be conducted entirely within a completely enclosed *building* permitted in this Bylaw, except for *daycare* use.
- g) There shall be no external storage of materials, equipment, containers, or finished products, and no use of shipping containers.

- h) All articles sold through a *home occupation* must be produced or manufactured on site with an exception allowing for the incidental selling of goods not manufactured on site but directly related to another authorized *home occupation*.
- i) Articles manufactured off site may be sold through a *home occupation* provided that all distribution of articles will be carried out off site.
- j) In Residential Zones, the *home occupation* including its *accessory buildings* and *structures*, shall not occupy more than 50.0metres² (164.0feet²) or, 25% of the *GFA* of all *buildings* on the *lot*, whichever is less.
- k) In the case of *daycare* use, 14.0metres² (150.7feet²) of usable outdoor activity space per child in care shall be provided.
- l) Any person intending to carry out a *home occupation* shall hold a valid business license from the *Village* prior to commencing the *home occupation* on the *lot*.

4.14 Vacation Rental

Vacation Rental	means the use of a <i>dwelling unit</i> to provide for the accommodation of the travelling public, established and operating in accordance with Section 4.14.
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- a) No noise, vibration, smoke, dust, odors, heat, glare, electrical or radio disturbance detectable beyond the property boundary shall be produced by the *vacation rental*.
- b) The use of a principal *dwelling unit* and *accessory dwelling units* are permitted to operate as *vacation rental* instead of the principal *residential use*.
- c) Meals may be provided to customers of a *vacation rental* operation only and not the public.
- d) Any person intending to operate a *vacation rental* shall hold a valid business license from the *Village*.



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Application for a Home Occupation Business License

This is an application for			
<input type="checkbox"/> Home Occupation	Or <input type="checkbox"/> Home Occupation and Inter-Municipal		
Description of Property Affected			
Civic Address: _____			
Legal Description: _____			

PID: _____	Folio: _____		
Owner of Property Affected			
Name: _____			
Mailing Address: _____			
Postal Code: _____	Phone: _____		
Email: _____			
Applicant <input type="checkbox"/> Same as Owner <i>or if not, a letter of agency must be provided, found on last page of this application</i>			
Name: _____			
Business Mailing Address: _____			
Business Postal Code: _____	Business Phone: _____		
Business Email: _____			
Name & Type of Business			
Business Name: _____			
Description of Business: _____	Registered company? <input type="checkbox"/> Yes <input type="checkbox"/> No		
<input type="checkbox"/> Lessons or tutoring	<input type="checkbox"/> Small scale Home Crafts	<input type="checkbox"/> Daycare	<input type="checkbox"/> Dog grooming
<input type="checkbox"/> Personal Services	<input type="checkbox"/> Professional Services	<input type="checkbox"/> Office	<input type="checkbox"/> Catering
<input type="checkbox"/> Small Appliance repair	<input type="checkbox"/> Vacation Rental		
Floor Area Used by Home Occupation			
Total Gross Floor Area (GFA) of all Buildings on the Lot <input type="text"/>	25% of the GFA <input type="text"/>		
<i>Maximum 50.0metres² (164.0feet²) or, 25%of all buildings on the lot, whichever is less.</i>			

Additional information required on next page

Number of People Employed by Home Occupation

Number of People employed by the Home Occupation Number of People employed by the Home Occupation living at the residence?

Days and Hours of Operation

Days of the week: Hours:

Articles for sale Not applicable

Are all articles for sale produced on site? Yes No

Parking & Loading	Minimum Visitor Parking	Maximum Visitor Parking
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For Vacation Rental	1 space per room	1 space per room plus 1
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For all other Home Occupations	0.5spaces per 100m ² Gross Floor Area of Home Occupation Use	2 spaces per 100m ² Gross Floor Area of Home Occupation Use
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Floor Area used by Home Occupation? How many parking spaces are required? How many spaces are provided onsite?

The size of a parking space as defined in Zoning Bylaw for residential purposes:	Minimum width: 2.5m (8.2ft) Minimum length: 5.4m (17.7ft)	Area per space: 13.5m ² (145.3ft ²)
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Complete this Section for Daycare Use Only

Number of unrelated children or adults in care? *(maximum 2 without a Community Care Facility License)*

Required usable outdoor activity space per child is 14.0metres² (150.7feet²) Area of useable outdoor activity space provided?

Complete this section for Vacation Rentals Only

<p>Are you providing vacation rentals:</p> <p>Of the whole house? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In bedroom(s) of the house only? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In a secondary suite? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>In an Accessory Dwelling Unit (ADU)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>How many bedrooms are:</p> <p>in the house? <input type="text"/></p> <p>being rented? <input type="text"/></p> <p>in the suite? <input type="text"/></p> <p>in the ADU? <input type="text"/></p>
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Signature of Applicant

Date of Application	Signature

Authorization & Appointment of an Agent

I, _____ being the registered owner of property legally described as:

Civic Address: _____

Legal Description: _____

PID: _____ Folio: _____

hereby give authorization for _____

to act as my agent in the matter of Home Occupation Business License

It is understood that until the Village of Cumberland is advised otherwise, the Village shall deal **exclusively** with the above-noted person with respect to the matter noted above.

Date	Signature of Owner