



BUSINESS LICENCE APPLICATION

BL #:

PURPOSE OF APPLICATION:		TYPE OF APPLICATION:		TRADE QUALIFICATION/LICENCING:	
NEW APPLICATION	CHANGE OF OWNER	COMMERCIAL	FARM USE	TRADE QUALIFICATION #:	
CHANGE OF NAME	RELOCATION	INDUSTRIAL	NON-RESIDENT	NON-PROFIT #:	
		HOME-BASED <i>(see back for types)</i>		OTHER:	

BUSINESS INFORMATION:

BUSINESS NAME:		GROSS FLOOR AREA: <i>(TO BE USED FOR BUSINESS)</i>		SQFT
				SQM
TYPE OF BUSINESS: <i>(FULLY DESCRIBE OPERATIONS IN DETAIL. A SEPARATE BUSINESS OUTLINE MAY BE SUBMITTED.)</i>				
BUSINESS ADDRESS:	UNIT / CIVIC #:		CITY:	
	STREET NAME:		POSTAL CODE:	
PREFERRED MAILING ADDRESS: <i>(IF DIFFERENT FROM ABOVE)</i>	UNIT / CIVIC #:		CITY:	
	STREET NAME:		POSTAL CODE:	
CONTACT INFORMATION:	NAME(S):			
	BUSINESS:		FAX:	
	MOBILE:		HOME:	
E-MAIL:				
	EMERGENCY CONTACT(S): <i>(WITHIN 30 MINUTE RESPONSE TIME)</i>	NAME:		PHONE:
		NAME:		PHONE:
BUILDING OWNER:	NAME:		PHONE:	
BUILDING MANAGER:	NAME:		PHONE:	

WILL THERE BE GOODS, EQUIPMENT OR VEHICLES STORED ON SITE FOR BUSINESS PURPOSES?	YES NO IF YES, EXPLAIN:	
WILL MERCHANDISE BE SOLD TO THE GENERAL PUBLIC? RETAIL, WHOLESALE, ONLINE SALES, ETC.	YES NO IF YES, EXPLAIN:	
WILL THERE BE MEMBERS OF THE PUBLIC ENTERING ONTO THE PREMISES?	YES NO IF YES, EXPLAIN:	
WILL YOU BE CONDUCTING RENOVATIONS, IMPROVEMENTS OR INSTALLING SIGNAGE?	YES NO IF YES, EXPLAIN:	
WILL YOU BE OPERATING A DAYCARE?	YES NO	# OF CHILDREN:
WILL THERE BE ADDITIONAL EMPLOYEES? <i>NOT INCLUDING BUSINESS AND/OR PROPERTY OWNER(S)</i>	YES NO IF YES, HOW MANY?	FULL TIME: PART TIME:

ACKNOWLEDGMENT AND AGREEMENT OF TERMS

I/we, the undersigned, in accordance with the information provided, declare the statements to be true and correct. I/we hereby confirm that the business will comply at all times with the obligations outlined within the Zoning and Regulatory Bylaws for the City of Chilliwack.

SIGNATURE(S)		DATE	
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APPLICATION REVIEW - OFFICE USE ONLY

BL #:

OTHER SUBMITTALS

BUSINESS OUTLINE		PARKING PLAN
SITE PLAN		FIRE SAFETY PLAN
FIRE DEPARTMENT PROPERTY REFERENCE FORM		FLOOR PLAN
HOME-BASED BUSINESS DECLARATION	ACCESSORY HOME OCCUPATION (AHO)	PROOF OF RESIDENCE
	ACCESSORY HOME INDUSTRIAL (AHI)	OTHER:
	COTTAGE INDUSTRY (CI)	

BUSINESS LICENCE APPROVALS

DEPARTMENT	INSPECTOR	DATE	OTHER AGENCIES	INSPECTOR	DATE
PLANNING APPROVAL			RCMP		
MANAGER APPROVAL			FRASER HEALTH AUTHORITY		
BUILDING DEPARTMENT			ANIMAL CONTROL (FVRD)		
FIRE DEPARTMENT					
ENGINEERING DEPARTMENT					

PLANNING REFERENCE

EXISTING ZONE:	
PROPOSED USE:	MOBILE
PARKING COUNT:	
BP/DP/DVP/TUP:	
SPECIAL EVENT:	

FEES & PAYMENT

BASE FEE:	
AREA FEE:	
TOTAL FEE:	

PLANNING COMMENTS



Regulations for “COTTAGE INDUSTRY” uses pursuant to s.4.06 (5) of the Zoning Bylaw 2020, No. 5000

COTTAGE INDUSTRY means a business use carried on at a place of residence which is clearly **ANCILLARY** to a **SINGLE DETACHED DWELLING**, or **MANUFACTURED HOME** on the same **LOT**; and may be permitted subject to the following conditions:

- (i) a COTTAGE INDUSTRY use shall not be permitted on a LOT smaller than 0.4 ha
- (ii) on properties within the AGRICULTURAL LAND RESERVE (ALR) the use shall be a permitted agricultural use or shall be confined to the interior of the DWELLING UNIT or STRUCTURE for RURAL ANCILLARY USE or shall be approved in writing by the LAND RESERVE COMMISSION (ALC)
- (iii) the use shall be conducted by no more than 2 employees (apart from residents of the property)
- (iv) the use and all associated equipment shall not occupy more than 30% of the total GROSS FLOOR AREA of the DWELLING UNIT nor shall it exceed 100m² of GROSS FLOOR AREA. Where the use occupies a BUILDING other than a DWELLING UNIT, the area so used shall not exceed 100m² in GROSS FLOOR AREA and shall be clearly separated from other uses by walls or partitions
- (v) the use shall not involve the sale of a commodity not produced on the PREMISES
- (vi) The use shall in no way indicate its presence from the exterior of any BUILDING or STRUCTURE on the LOT except for 1 SIGN in accordance with the CITY “Sign Bylaw”, as amended or replaced from time to time
- (vii) adequate OFF-STREET PARKING shall be provided for the use such that no MOTOR VEHICLES shall be parked on-street
- (viii) The use may include, but are not limited to any of the following activities:
 - (A) any ACCESSORY HOME OCCUPATION
 - (B) instruction in music, art or crafts limited to not more than 10 students
 - (C) woodworking
 - (D) repair of yard maintenance equipment
 - (E) a GROUP HOME

**terms in UPPER CASE are defined in Section 2 of the Zoning Bylaw.*

I/we hereby acknowledge that I/we have read and understood the above Zoning Bylaw Regulations for a “COTTAGE INDUSTRY” use and declare that the business in which I/we operate will comply with these restrictions at all times.

SIGNATURE:

DATE: