

What is the Process?

First, obtain and fill out a Business License application form and submit it along with the required license fee. If the business is a home based business you must include a drawing of the business space in the home and the parking spaces.



Second, the application is reviewed by staff at City Hall. The City Planner reviews the zoning for land use and parking.



An application may be subject to approval by the Public Health Inspector, Fire Services, Building Inspector and or Cross Connection, where required by the Provincial Statutes Government and bylaws of the City Bylaws. **Please allow two to three weeks for processing.**



If the application meets the requirements of the Business License Bylaw and the Zoning Bylaw then the Business License Inspector will issue the License. At this point you may commence your business.

What about Signs?

The City Sign Bylaw regulates signage. In order to install a sign, you are required to obtain a valid sign permit. When applying for a sign permit you should include a drawing of the sign that includes its dimensions, lettering and relation to the building or structure to which it is attached

Home Occupation

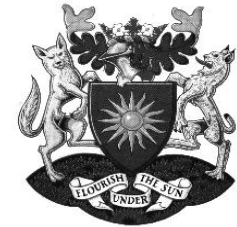
One Home Occupation Sign may be erected for a licensed home occupation, in R1 & R2 Zones only. Subject to the following regulations;

- i) Permitted Types; fascia, projecting, window, canopy or freestanding. Not permitted types; illuminated, roof and sandwich board signs.
- ii) Sign Area; the area of a home occupation sign shall not exceed 0.3 square meters
- iii) Projection; a home occupation sign may not project over public property. A home occupation sign may be situated in a setback
- iv) Height; no portion of a fascia or projecting home occupation sign may project above the roofline.
- v) Freestanding Structure; the top of the structure supporting a freestanding home occupation sign may not exceed 1.5 meters above finished grade.

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A GUIDE TO BUSINESS LICENCES

This Brochure Explains:

- *Who requires a Business License*
- *Definition of a Business.*
- *Business License fees.*
- *Home Occupations.*
- *Business License Inspection process.*
- *Zoning pertaining to Business.*

Before the operation or carrying on of any business, you must have a valid business license.

Definition of a Business

A "Business" is defined as "carrying on a commercial or industrial undertaking of any kind or nature or the providing of professional, personal or other services for the purpose of gain or profit. If you are selling a good or service in Merritt you likely need a Business License including non-profit organizations.

Business License annual fees and Application fees;

- \$150 yearly Business Licence fee
- The full schedule of application fees can be found on the City of Merritt website www.merritt.ca

Licenses will be issued on January 1st and terminate on the 31st of December each year. It is the responsibility of the licensee to renew the license in January each year.

Home Occupations:

- ❖ A Home Occupation means any occupation or profession carried out in a dwelling by the family which is permanently resident in the dwelling, where such occupation shall be clearly incidental or secondary to the use of the dwelling for residential purposes.
- ❖ No more than one additional employee shall be permitted. The Business area may not exceed 20 sq. meters.
- ❖ Licensed family daycare is permitted a maximum of three additional employees.
- ❖ A maximum of one home occupation is permitted per dwelling unit.
- ❖ The home occupation use shall not generate the need for more than one additional on site parking space in the R1 and R2 zones only.
- ❖ R3, R4, R5, R6 zones, home Occupation is limited to office or home working space, not to exceed 10 sq. meters.
- ❖ The complete Zoning bylaw is available on the City's website at www.merritt.ca. It is your responsibility to understand the contents.

Every Business licensed under the bylaw shall permit reasonable access to the Business License Inspector, Fire Inspector, and Building Inspector to determine that the requirements of this bylaw and the Act are being fulfilled.

Change of location...

No person or owner shall change the place of business, owner or type of Business without first resubmitting an application and obtaining approval from the Business License Inspector for the transfer.

How Long Will It Take?

The processing time will take 2-3 weeks, but this may vary depending upon the class of license. The Business License Inspector must review your file to ensure conformity with the necessary Bylaws. It may also be referred to other departments, such as Fire and Public Health. You must not commence business until the Business License is issued.

This Brochure is meant for information purposes only. Please refer to the City's website for more information or contact City Hall at the earliest possible date to determine what the precise requirements are for your particular application.