



CITY OF MERRITT

APPLICATION FOR BUSINESS LICENCE

LICENCE NUMBER _____
ROLL NUMBER _____
LICENCE FEE _____
APPLICATION FEE _____

2185 Voght Street
Box 189
Merritt, BC V1K 1B8
Telephone (250)378-4224
Fax: (250)378-2600

BUSINESS TRADE NAME: _____

New Change of Owner Change of Location Change of Name Other

LOCATION : _____

MAILING ADDRESS: _____ POSTAL CODE _____

EMAIL: _____ TELEPHONE NUMBER: _____ FAX# _____

APPLICANT NAME: _____ Owner Agent

EMERGENCY CONTACT: Name: _____ Telephone Number: _____

TYPE OF BUSINESS TO BE CONDUCTED: (Be specific.) _____

*******NO BUSINESS SHALL START OPERATING BEFORE A LICENCE IS ISSUED*******

NEW BUILDING PROPOSED OPENING DATE: _____

or
EXISTING BUILDING ARE YOU OPEN FOR BUSINESS NOW ? No Yes

PREVIOUS USE/BUSINESS OPERATED AT THIS ADDRESS: _____

TOTAL FLOOR AREA (SQ.FT.) _____ TOTAL PERSONS EMPLOYED _____

IS ANY CONSTRUCTION OR RENOVATION CONTEMPLATED? (If yes, please specify). No Yes

NUMBER OF PARKING SPACES AVAILABLE? _____ (Please attach sketch).

ARE YOU INSTALLING A SIGN? No Yes SIZE: _____ PERMIT # _____

DO YOU HAVE A DIRECT SELLERS LICENCE? No Yes Number _____

IS THIS A HOME BASED BUSINESS? No Yes (If yes, include floor plan & see reverse.)

DO YOU RENT or OWN THE BUILDING?

I hereby make application for a licence in accordance with the particulars as above stated and declare the above statement is true and correct and I undertake that if I am granted the licence applied for I will comply with each and every obligation contained in all laws and bylaws now in force or which may hereafter come into force in the City of Merritt. I further understand that if this application involves the use of premises for business purposes that they may not be occupied until they have been approved by the City Departments concerned and a licence issued. I also understand that the payment of the Business Licence fee in advance does not guarantee approval.

The personal information collected herein will be used solely for the purposes of administering the City's business licence bylaw and is subject to the provisions of the *Freedom of Information & Protection of Privacy Act*.

DATE

SIGNATURE

Please read reverse

Please note that Business Licence Applications take approximately two (2) weeks to process. An incomplete application will result in delays. Please check that you have all necessary supporting documents attached (eg. Health Certificates, sketch plans).

An application fee must accompany this application. For most categories, the application is \$50.00 but this depends on the complexity of the application category. The application fee will not be refunded if the application is canceled after more than 24 hours after submission. Full payment of the business \$150.00 licence fee is required before a licence will be issued.

A listing of the categories and fees is available in the Business Licence Bylaw available at City Hall or on line at www.merritt.ca

You may also wish to process your application through *BizPal* on the City's website in order that all other necessary permits are identified in advance.

****HOME BASED BUSINESSES ONLY: PLEASE ATTACH A DRAWING OF THE BUILDING, IDENTIFYING WHERE THE OFFICE IS LOCATED, AND TOTAL SQUARE FOOTAGE.**

HOME OCCUPATION REGULATIONS

HOME OCCUPATION means any occupation or profession carried out in a dwelling unit or an accessory building to a dwelling unit, by the family which is permanently resident in the dwelling unit, where such occupation or profession excluding a bed and breakfast use is clearly incidental or secondary to the use of the dwelling unit for residential purposes.

THE FOLLOWING CONDITIONS APPLY:

1.
 - a) A home occupation shall involve no structural alterations to the dwelling and shall give no exterior indication except as permitted in Sub-Section b) that the dwelling is being used for any purpose other than a residential use.
 - b) A fascia sign not exceeding 0.3 square meters in area, stating the permitted home occupation, is allowed in the R1 and R2 Zone.
 - c) The home occupation shall be operated solely by the resident of the residential dwelling unit and no more than one additional employee shall be permitted.
 - d) Licensed family daycare uses are permitted a maximum of three (3) additional employees.
 - e) Home Occupation excluding daycare are permitted up to a maximum of twenty (20) square meters entirely within the residential dwelling or in an accessory building in the R1 and R2 Zone only.
 - f) A maximum of one (1) home occupation will be permitted per dwelling unit.
 - g) A home occupation business requiring delivery of material to or from the residence by commercial vehicles or trailers shall not be permitted.
 - h) The home occupation use shall not generate the need for more than one (1) additional on site parking space in the R1 and R2 zones only.
 - i) A home occupation shall not produce offensive noise, vibration, smoke, dust, odor, heat, glare, radiation or electrical interference.
2. The following conditions apply to home occupations in the R3, R4, R5, R6 and R7 Zones.
 - a) Home occupation use is limited to an office or home working space, and no other use.
 - b) The public is not permitted to do business in the home where the home occupation use is occurring.
 - c) Delivery of goods to the residence for the operation of the home occupation use is not permitted.
 - d) The home occupation use in the residence will not occupy more than ten (10) square meters of floor space.
 - e) Vehicles for operation of home occupation use are limited in size to a maximum of a one ton pickup or a one ton cube van.
 - f) Non-resident employees are not permitted in Section 4.7.2 home occupations.