



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

CITY OF MERRITT

2185 Voght Street
 Box 189
 Merritt, BC V1K 1B8
 Telephone (250)378-4224
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APPLICATION FOR BUSINESS LICENCE

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

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

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

HOME-BASED BUSINESS REGULATIONS

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

THE FOLLOWING CONDITIONS APPLY:

5.2.1 A home-based business use shall be permitted in all zones as accessory to a residential use, except the RC1 Zone, subject to the following:

- a. Except where it involves horticulture, shall be completely enclosed within the building used for residential use or accessory residential use;
- b. Shall occupy less than 40% of the floor area including associated storage areas, not to exceed 20 m² of gross floor area per parcel in total. This floor area limit applies to the entire parcel;
- c. Shall in no way indicate from the exterior that the premises are being so used except for one home occupation sign within R1, R2, and R8 zones, as permitted by the Sign bylaw;
- d. Shall not create a public nuisance;
- e. Shall be operated by a primary resident of the parcel;
- f. Shall not involve delivery of materials to or from the residence by commercial vehicles;
- g. Shall not have more than one (1) non-resident employees;
- h. Shall not generate the need for more than one off-street parking space in the case of the R1, R2, and R8 zones. An off-street parking space required for a home based business is additional to the residential requirement;
- i. Home-based business uses within the R3, R4, R5, R6, R7, R9 zones are also subject to the following:
 - i. use is limited to an office or home working space only;
 - ii. the use must not involve the presence of customers or clients, or employees at the residence;
 - iii. delivery of goods to the residence for the operation of the home-based business use is not permitted;
 - iv. not more than 10 m² of floor area may be used for the home-based business;
 - v. vehicles used in the operation of the home-based business and kept on the premises are limited to one one-ton pick-up or one one-ton cube van.