

WHAT DO I NEED TO KNOW ABOUT HOME-BASED BUSINESSES?

First and foremost check to ensure that the business is acceptable for a home occupation.

Because commercial uses are not usually allowed in residential areas, it is important that a home occupation does not disturb the residential character of an area. The ideal test of a home occupation is whether the neighbors would be aware of its existence.

Some factors that can draw attention to home occupations include the following:

- Advertising or signage on the property
- Noise, dust, smell or smoke generated by the home occupation
- Delivery / collection of products
- Parking on adjacent streets or lanes
- Employees who are not residents of the dwelling
- Storage of equipment or materials in the open.

Business License

Business licenses **are** required for home occupations. Please phone 250.784.3618 for further information.

City of Dawson Creek Zoning Bylaw No. 3362, 1998

Definition:

“home occupation” means any occupation or profession where such occupation or profession is accessory to the use of the dwelling for residential purposes.

Home Occupations

Home occupations shall comply with all the following regulations:

- a) No person shall be employed in a home occupation who is **not a resident** of the dwelling unit in which the home occupation is taking place.
- b) The home occupation shall be conducted entirely within a dwelling unit or within a permitted accessory building provided that:
 - i) No more than 25 percent of the total floor area of the dwelling unit is occupied by the home occupation; and
 - ii) Provided that the accessory building complies with the provisions and standards contained in the City of Dawson Creek Building Bylaw No. 3282.
- c) No outdoor storage of materials, containers or finished products shall be permitted
- d) There shall be no external display or advertisement other than a sign not exceeding .25 square meters in area, bearing only the name and occupation of the owner (sign permit from the building department is required).

Application Procedure

You may apply by completing a **business license application** form which is available at City Hall or on the website, or at OneStop (BC Business Registry).

The application can be mailed, faxed, emailed to:

City of Dawson Creek
c/o Business License Inspector
PO Box 150
10105—12A Street
Dawson Creek, BC V1G 3V7
Email: gingram@dawsoncreek.ca

The Regulatory Services Department is open 8:30 a.m. - 4:30 p.m., Monday through Friday and is located at 10105 – 12A Street, Dawson Creek, BC.

Fees

A fee is required for each application. A schedule of fees is available at the Regulatory Services Department. Payment is required before the application is processed.

Processing the Application

Copies of the application will be forwarded to the following if applicable:

- 1) The Licensing Inspector
- 2) The Building Inspector
- 3) The Fire Department
- 4) The Health Unit
- 5) The RCMP

The inspectors may conduct site inspections or phone for further information.

Information provided in support of an application for a business license is not confidential and can be released to the public upon request.

Our goal is to help you obtain your business license quickly. We are committed to making the process as simple and stream-lined as possible. If you require additional information: please call:

Gladys Ingram, Business License Inspector
Ph: 250.784.3657
Fax: 250.782.3352
Email: gingram@dawsoncreek.ca