

WHAT DO I NEED TO KNOW ABOUT HOME BASED BUSINESSES?

Not all types of businesses are acceptable for a home based business. It is important that a home based business does not disturb the residential character of an area. The ideal test of a home based business is whether the neighbors will be aware of its existence.

Some factors that can draw attention to home based businesses 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.
- A home based business cannot be in a dwelling that has a secondary suite.

Definition of Home Occupation

City of Dawson Creek Zoning Bylaw 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 shall comply with all the following regulations:

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.

The home occupation shall be conducted entirely within a dwelling unit or within a permitted accessory building provided that:

- i) No more than 25% of the total floor area of the dwelling unit is occupied by the home occupation; and
- ii) The accessory building complies with the provisions and standards contained in the City of Dawson Creek Building Bylaw.

No outdoor storage of materials, containers or finished products shall be permitted.

There shall be no external display or advertisement other than a sign not exceeding .25 m² in area, bearing only the name and occupation of the owner (a sign permit from the building department is required).

Business Licenses

Business licenses are required for home occupations.

Business license applications are available at City Hall or on our website at www.dawsoncreek.ca.

The completed application can be mailed, faxed, or emailed to:

City of Dawson Creek
Business License Inspector
PO Box 150
Dawson Creek, BC V1G 4G4
Email: businesslicense@dawsoncreek.ca
Fax: 250.782.3352

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

Fees

Fees for business licenses vary depending on the type of business it is. 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 can be released to the public upon request.

For more information please contact:

Business Licensing

Ph: 250.784.3618

Fax: 250.782.3352

Email: businesslicense@dawsoncreek.ca

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.