



## Home Occupation Application Form

I/we hereby apply for:

NEW LICENCE                      CHANGE OF ADDRESS                      CHANGE OF OWNER  
CHANGE OF TRADE NAME                      CHANGE OF DESCRIPTION

**BUSINESS INFORMATION:** Incorporated/Limited companies to provide copy of certification upon application.

Name of Business: \_\_\_\_\_  
Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
Business Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Business Mailing Address (if different than above): \_\_\_\_\_  
Proposed Opening Date: \_\_\_\_\_

**OWNER INFORMATION:** (Please print neatly)

Owner Name(s): \_\_\_\_\_ Owner Phone: \_\_\_\_\_  
(Incorporated Company Name (ie: Ltd or Inc) OR Proprietors Name)  
Owner Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Trade qualification number (if applicable) \_\_\_\_\_ Non-profit Number (if applicable) \_\_\_\_\_  
Describe the Nature of Business in Detail: (if required please provide attachment with additional information)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL INFORMATION:** (Please print neatly)

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_  
Daytime Email: \_\_\_\_\_ Driver's Licence Number: \_\_\_\_\_  
Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

*Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act, Sec. 26 (c) and will be used only for the purpose indicated. Business information will be shared with public via the City's open data and upon request. If you have any questions regarding this information please contact us at 604-820-3700.*

**NAME OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**Office Use Only:** Licence Number: \_\_\_\_\_ Classification: \_\_\_\_\_  
Planning Approval: \_\_\_\_\_ Date: \_\_\_\_\_  
**LICENCE APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

# Home Occupation Questionnaire

This questionnaire is used to review home occupations for compliance with the applicable regulations (see next page, this copy is to keep as a reference). If you are not able to answer a question, please answer to the best of your ability. If a question is not applicable to you please list 'N/A' instead of leaving it blank.

## Landlord and Strata Approval:

Please ensure you have informed your landlord or strata management that you are planning on operating this business and they have approved of this. If you are not the property owner, ensure the owner knows of this home based business.

Initial: \_\_\_\_\_

## Existing Home Occupations:

Are there any existing home occupations at this location already? Yes          No

If yes, please list.

## Employees:

Number of employees.

Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

How many employees will be working at this location that do not live there? \_\_\_\_\_

What is the total number of company and/or employee vehicles at this business location?

## Parking:

How many off-street parking spaces will the home occupation use? \_\_\_\_\_

Will there be any commercial vehicles parked on the residence? Yes          No

If yes, how many? \_\_\_\_\_

## Local Business Trips and Clients:

How many people will be visiting the residence?

per day \_\_\_\_\_ and/or per week \_\_\_\_\_

Will delivery trucks be doing drop offs and pick ups? If so how many?

per day \_\_\_\_\_ and/or per week \_\_\_\_\_

## Equipment and Supplies:

What equipment and/or supplies will be used and stored at this location?

\_\_\_\_\_


Where will supplies be stored, and how much space will be used for storage? Please be specific.

\_\_\_\_\_

What is the total area of your home that will be used for all home occupations? (including storage, office space, etc.)

\_\_\_\_\_

\_\_\_\_\_



Thinking of renovating your home to accommodate your business? Please contact the Building Division at **604-820-3726**

I hereby make application for a business licence in accordance with all the information as above stated and declare that this is a true and correct statement and further agree to comply with all the relevant bylaws of the CITY OF MISSION. To process your application, this form will be forwarded to multiple City Departments for approval and possibly the Mission RCMP and Fraser Health for review. By signing this document, I confirm that I have read and understand the attached Section 107 of the Zoning Bylaw for home based applications and agree to abide by these rules and regulations.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### A. General Regulations

1. **Home Occupations** shall adhere to the following regulations:
  - a. **Home Occupations** shall be entirely enclosed within a **Building**.
  - b. No more than two (2) **Home Occupations** shall be permitted within a **Dwelling Unit** in the case of Attached Multi-unit Residential **Development**.
  - c. The maximum number of patrons or students for all **Home Occupations** on a **Lot** shall be limited to 10 patrons or students assembled at one time.
  - d. Notwithstanding the definition of **Retail (Minor)**, retail sales of goods shall be limited to a **Floor Space** of less than 10.0 sq m (108.0 sq ft).
  - e. Shall provide **Off Street Motor Vehicle Parking** in accordance with Section 109.
  - f. The maximum **Floor Space** that is permitted for all **Home Occupations** per **Dwelling Unit** shall adhere to Table 107.1:

<b>Official Community Plan</b> Designation	Maximum <b>Floor Space</b>
<i>Rural, Rural Residential and Suburban Residential</i> (greater than 1.8 ha (4.4 ac))	186.0 sq m (2,002.0 sq ft)
<i>Rural, Rural Residential and Suburban Residential</i> (equal to or less than 1.8 ha (4.4 ac))	140.0 sq m (1,500.0 sq ft)
All OCP designations within the <i>Urban Growth Boundary</i> , except <i>Suburban Residential</i>	56.0 sq m (603.0 sq ft)

### B. Prohibited Uses

1. The following **Uses**, or **Use** groups, are prohibited as a **Home Occupation**:
  - a. **Adult Entertainment Establishment**;
  - b. **Adult Entertainment Service**;
  - c. all **Accommodation Uses**;
  - d. all **Motor Vehicle Uses**;
  - e. all **Cultural Uses**;
  - f. all **Entertainment Uses**;
  - g. all **Food and Beverage Uses**, except that **Restaurant (Minor)** is permitted;
  - h. all **Recreation Uses**;
  - i. all **Industrial Uses**, except that **Industrial (Light Manufacturing)** is permitted;
  - j. all **Institutional Uses**, except that **Child Care Centre** is permitted;
  - k. all **Retail Uses**, except that **Retail (Minor)**, **Produce Sales**, and **Second Hand Store** are permitted;
  - l. **Cannabis Production Facility**;
  - m. all **Waterfront Uses**;
  - n. **Beverage Container Return Centre**;
  - o. **Cheque Cashing and Payday Loans**;
  - p. **Conference Centre**;
  - q. **Drive-through Service**;
  - r. **Driving School**;

- s. **Drycleaner**, and
  - t. **Supportive Recovery**.
2. In addition to the prohibited **Home Occupations** shown in (1) above, **Home Occupations** that do any of the following shall not be permitted:
- a. discharge or emit odorous, noxious or toxic matters or vapours, heat, glare, noise or radiation, or recurrently generated ground vibrations;
  - b. result in traffic congestion, electrical interference, fire hazard or health hazards;
  - c. involve the salvage, repair, maintenance or sale of **Motor Vehicle** or **Motor Vehicle Accessory**, parts or engines;
  - d. involve the use of a **Motor Vehicle** exceeding 4,536 kg (10,000 lbs) licensed gross vehicle weight unless such **Motor Vehicle** is completely enclosed within a **Building**, except on a **Lot** designated *Rural* or *Rural Residential*; and
  - e. involve the use of more than one commercial **Motor Vehicle**, unless such **Motor Vehicle** is completely enclosed within a **Building**, except on a **Lot** designated *Rural*, *Rural Residential* or *Suburban Residential*.

#### C. Employees

1. On a **Lot** designated *Rural*, *Rural Residential* and *Suburban Residential* where the **Lot** is 1.8 ha (4.4 ac) or greater, **Home Occupations** shall have a maximum of five (5) employees including not more than four (4) non-resident employees.
2. On a **Lot** designated *Rural*, *Rural Residential* and *Suburban Residential*, where the **Lot** is less than 1.8 ha (4.4 ac), **Home Occupations** shall have a maximum of four (4) employees, including not more than three (3) non-resident employees.
3. On a **Lot** located within the **Urban Growth Boundary**, other than a **Lot** designated *Suburban Residential*, a **Home Occupation** shall have a maximum of three (3) employees including not more than two (2) non-resident employees.
4. Where the employees of a **Home Occupation** do not conduct their occupation on the subject property, there shall be no restrictions on the number of employees.

#### D. Bed and Breakfast Operation Regulations

1. In addition to other **Home Occupation** regulations, **Bed and Breakfast** operations shall comply with the following:
  - a. shall be contained entirely within a **Principal Building**; and
  - b. limited to not more than three (3) rental bedrooms accommodating not more than six (6) persons at any one time.

#### E. Child Care Centre Regulations

1. In addition to other **Home Occupation** regulations, a **Child Care Centre** shall comply with the following:
  - a. where a **Home Occupation** is a **Child Care Centre**, the use shall be limited to not more than eight (8) children; and
  - b. notwithstanding Section 107 (A) (f)., where a **Child Care Centre** is located on a **Lot**, the **Use** shall not occupy more than 140.0 sq m (1,500.0 sq ft) of **Floor Space**.