DISTRICT OF OAK BAY

2167 Oak Bay Avenue
Victoria, BC V8R 1G2
Phone: 250-598-3311 | Email: biz@oakbay.ca

Account #

Lot Size: _____

HOME-BASED BUSINESS LICENCE APPLICATION

Businesses operating within the District of Oak Bay are required to hold a valid Business Licence. The information requested in this application is required to enable a thorough review and evaluation of your Business Licence application in accordance with applicable bylaws and regulations.

Submission of a completed application does not constitute approval or issuance of a licence.

Licensee (Legal name and address of the licence holder)

Last Name	First Name		
Address	City	Province	Postal Code
Email Address	Phone	Cell	

Trade/Business Name (Operating name and mailing address of the business, if applicable)

Company Name		
Mailing Address	City	Province
Postal Code	Email Address	
Business Phone (public number)	Cell	

Business Location (Physical location of the business, if different from mailing address)

Address	City	Province	Postal Code
	OAK BAY	BC	

Property Ownership Information (Select all that apply)

☐ Owner (On title)	☐ Tenant*	☐ Strata Owner**
☐ Other (specify):		

* If you are not the registered property owner, include a signed letter from the owner or authorized agent consenting to the business operating at this location.

** For a strata property, the applicant is responsible for ensuring compliance with applicable strata bylaws and confirming the home-based business is permitted.

Housing Typology (Select the type of housing where the home-based business will operate)

☐ Single Family House	☐ Townhouse	☐ Secondary Suite	☐ Accessory Dwelling Unit
☐ Duplex	☐ Condo/Co-op	☐ Apartment	
☐ Other (specify):			

Business Type and Details (Select the business type that best describes the business)

Home-based businesses classified as Type 1, Type 2 or Type 3 are based on the number of customers who may be at the property at one time. All business activities must be entirely within a dwelling unit or accessory building.

Childcare and Urban Agriculture are special types of home-based businesses that allow some outdoor business activities on the same lot.

Select	Business Type	Minimum Lot Area	Customers Permitted on Property	Licence Fee
☐	**Type 1** Home Office, Artist, Professional Services	Any lot size	No customers permitted	$100
☐	**Type 2** Artist, Health Services, Personal Services, Professional Services, Music Lessons/Tutoring	558 m² (6,006 ft²) or greater	Maximum 1 customer at a time	$150
☐	**Type 3*** Artist, Health, Fitness Group Classes, Services	1,000 m² (10,764 ft²) or greater	Maximum 4 customers at a time	$200
☐	**In-Home Childcare** Registered**	Subject to applicable regulations	Maximum 8 children	$100
☐	**In-Home Childcare** Unregistered	Any lot size	Maximum 2 children	$100
☐	**Urban Agriculture** Full Year	Any lot size	No customers permitted	$150
☐	**Urban Agriculture** Seasonal (six months)	Any lot size	No customers permitted	$50
☐	**Intermunicipal Business Licence Add-on, if eligible*** **			$100

* Type 3 applications require one (1) off-street parking space for the business. Site plan required.

** See BC Child Care Facility Information for additional requirements for registered in-home childcare.

*** Available to eligible mobile businesses operating in participating CRD municipalities.

Business Activity Information

Describe the nature of your business in detail:

Please describe the type of business, the services or products provided, how the business will operate, and any other relevant information.

Details	Responses
Customers on Site Maximum number of customers expected on site at one time.	
Non-Resident Employees Maximum number of non-resident employees expected on site at one time.	
Business Signage Do you intend to install a sign for your business?	☐ Yes ☐ No
Roadside Stand Do you intend to install a roadside stand?	☐ Yes ☐ No
Number of Children - In-Home Childcare Only	

Application Submitted By:

By submitting the Home-Based Business Licence Application, the above-named applicant declares that all information provided is true and correct, and that they have read and will comply with the bylaws and regulations of the District of Oak Bay.

Applicant Signature	Print Applicant Name	Date

Submission Requirements

- ☐ Completed application form
- ☐ Initialed and signed Applicant Declaration Form
- ☐ Letter of Consent if the applicant is not the registered property owner (signed by the owner or authorized agent)
- ☐ Type 3 only: site plan showing one (1) off-street parking space
- ☐ Registered In-Home Childcare only: copy of Child Care Facility approval

Submit by email: biz@oakbay.ca

Or deliver to Municipal Hall, Attn: Business Licence Department, 2167 Oak Bay Avenue.

Once approved, applicable fees are due. A fee notice/invoice will be emailed to you.

APPLICANT DECLARATION

The applicant declares that the proposed home-based business complies with the applicable regulations listed below and in accordance with all applicable District bylaws. In the event of conflict between the regulations listed below and those in District bylaws, the regulations in the District bylaws shall be deemed correct.

Please read and initial every section below to confirm you have read and understand the requirements, including those that may not apply to your proposed business.

SECTION	REQUIREMENTS		INITIALS
Lot Size & Business Area	**Type 1:**	Any lot size; maximum 30% of gross floor area (GFA) or 28 m² (301 ft²), whichever is less.	
	Type 2:	Lot area at least 558 m² (6,006 ft²); maximum 30% of GFA or 46 m² (495 ft²), whichever is less.	
	Type 3:	Lot area at least 1,000 m² (10,764 ft²); maximum 30% of GFA or 70 m² (753 ft²), whichever is less.	
Customers, Employees & Hours of Operation	**Type 1:**	No customers or clients on site; business hours 7:00 a.m.–7:00 p.m. daily.	
	Type 2:	Maximum 1 customer/client on site at a time; business hours 7:00 a.m.–7:00 p.m. daily.	
	Type 3:	Maximum 4 customers/clients on site at a time; business hours 9:00 a.m.–5:00 p.m.; closed Sundays and Statutory Holidays.	
	All Types:	Maximum 1 non-resident employee on site at a time.	
Display & Sale of Goods	**Types 2 & 3:**	Goods produced by, or ancillary to the business may be displayed and sold within the dwelling unit or accessory building containing the business.	
	Artist/Urban Agriculture:	A roadside stand may sell goods produced by the business if it is no larger than 2.5 m² and is located in the front yard.	
Signage	**All Types:**	One non-illuminated freestanding or fascia sign is permitted, maximum 0.2 m² in area. A freestanding sign must not exceed 1.36 m in height from natural or finished grade.	
Parking	**Type 3:**	One off-street parking space must be provided. A site plan must be submitted with your application showing required parking spaces for all uses on the property.	
Location & Outdoor Use	**All Types:**	Business activities must be contained within a dwelling unit, accessory building, or combination thereof, except for one small sign and permitted Childcare and Urban Agriculture uses. Outdoor business activities and outdoor storage are prohibited, except areas used for Childcare, Urban Agriculture, and one vehicle related to a Type 1 Mobile Business.	
Neighbourhood Impact	**All Types:**	The business must not emit odours, noxious or toxic matter or vapours, heat, glare, noise, vibrations, smoke, dust, effluent, electrical interference, radiation, or other disturbances. The business must not create excessive traffic or parked vehicles that impact the neighbourhood.	
Prohibited Home-Based Businesses	**All Types:**	Automotive repairs; animal training; dog breeding or kennels (except as a Mobile Business); commercial workshops or manufacturing facilities; restaurants, including coffee shops; and storage, wrecking, dismantling, painting or metal plating of equipment, machinery or vehicles, including aircraft, ATVs, RVs, snowmobiles and water vessels	

By signing below, I confirm that I have read and initialled every section above, understand the requirements summarized in this acknowledgement, and agree to operate the home-based business in accordance with all applicable District bylaws and conditions of any business licence issued.

Signature of Applicant: _____ Date: _____