

HOME-BASED BUSINESS

Operator's Guidebook



FREQUENTLY ASKED QUESTIONS

What is a Home-based Business?

A Home-based Business is a small business where the leaseholder's home office is located in their Cultus Lake Park residence. To be considered a Home-based business, they need to be running a business out of the same premises they live in as their primary residence. In addition to location, home businesses are usually defined by having a very small number of employees, typically immediate family members of the business owner, in which case, may also be referred to as a "Family" business.

Why regulate Home-based Business?

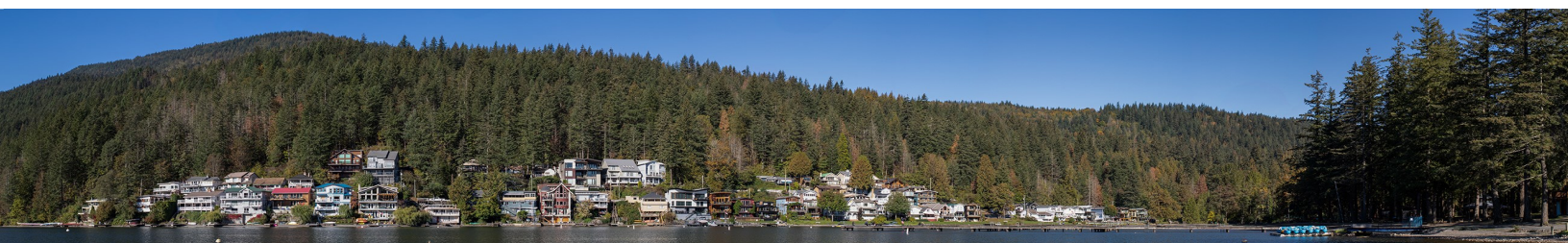
Home-based Businesses that has gone through Cultus Lake Park's permittance process allows the leaseholder security in knowing their Home-based Business is acknowledged by Cultus Lake Park and if approved, is not in violation of the Cultus Lake Park Home-based Business Bylaw 1175, 2020. Cultus Lake Park aims to ensure that business establishments are safe, healthy, residential character and livability are maintained and will not have a negative community or environmental impact for the Cultus Lake Park at large, especially with regards to parking, traffic, noise violations, odours and working hours, etc.

What about Insurance?

You are responsible for contacting your insurance provider and advising them of your intention to use the leasehold property as a Home-based Business

Does this affect my current lease?

Yes. You will be required to enter into a new version of the Cultus Lake Park residential site lease which will allow for Home-Based Business use. More information can be obtained at the Cultus Lake Park office.



My neighbor is operating an unpermitted Home-based business. How do I report this?

Just like any other Bylaw infraction, you can contact the Cultus Lake Bylaw directly at 604-858-5298

STEPS TO OBTAINING AND OPERATING A HOME BASED BUSINESS:

1. Complete, in it's entirety, the Home-based Business Licence Application form available from the Cultus Lake Park office.
2. Prepare any extra documentation forms, if applicable (garbage and/or parking management plan descriptions).
3. Inform your Insurance provider and prepare any documents related to Insurance.
4. Prepare a fire evacuation plan identifying the location of smoke detectors, carbon monoxide detectors, fire extinguishers and fire exits.
5. Submit your application form along with any supporting documentation to the Cultus Lake Park office.
6. Pay the non-refundable application fee at the time of your Home-based Business Licence application submission. Without payment, the application will not be processed.
7. Staff will then follow up if the application is approved or denied.
8. If approved, the leaseholder will enter into the Version 5 Cultus Lake Park Lease and once completed pay the business licence fee and receive a business licence and number.
9. Your business licence must be displayed in the home being utilized as a Home-based Business.
10. At this time, you can commence business within your Cultus Lake Park leased lot.



FIRE ESCAPE PLAN EXAMPLE:

EXAMPLE OF INSTRUCTIONS TO HOME-BASED BUSINESS

OCCUPANTS:

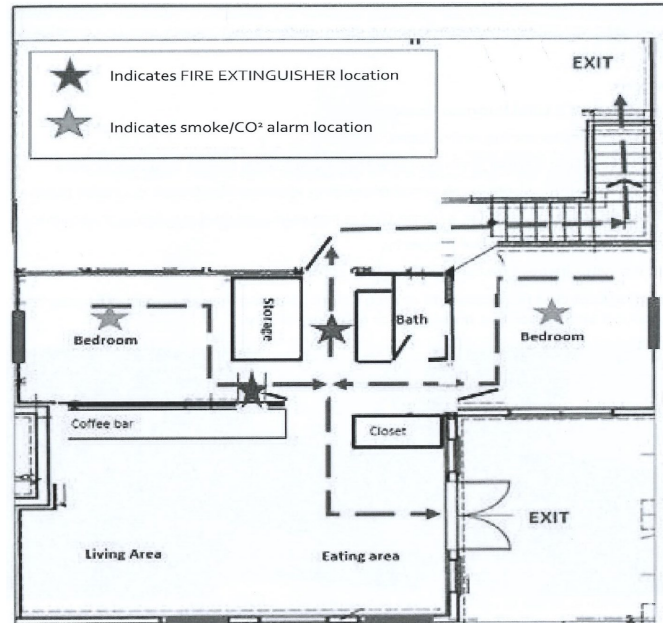
- 1) Call the Fire Department Immediately by dialing 911.
- 2) If qualified, attempt to extinguish or control the fire using the available fire extinguisher.
- 3) At the sound of the alarm, leave immediately to the nearest safe exit.
- 4) Contact the Emergency Person as soon as your in a safe place.

Name: _____

Phone Number: _____

Our Home Address: _____

Example Fire Evacuation Plan



COMPLIANCE:

Cultus Lake Park actively works to ensure Home-Based Businesses comply with rules and regulations set out in our Bylaws. Operators may face fines up to \$500.00per day, per offence

Examples of offence:

- Operating without a valid Home-Based Business Licence.
- Operating contrary to Lease restrictions.
- Listing or advertising a Home-Based Business without displaying a valid Licence.
- Failure to display Business Licence in the CLP leased lot home.
- Operating an unsafe or nuisance property.
- Not providing proper parking for your employees, clients and/or unauthorized parking without valid permits.

Repeated offences and/or failure to adhere to the requirements or restrictions may be subject to revocation of the Home-Based Business Licence.

INFORMATION FOR GUESTS:

Cultus Lake Bylaws ensure our community is safe and an enjoyable place for residents and visitors alike. Please ensure your employees and clients are aware of the following Bylaws regarding; Noise, Parking, Dogs, and Garbage, Green Waste and Recycling. Our Bylaws are conveniently accessible on our website: <https://www.cultuslake.bc.ca/bylaws/> or available at our office. There's also a Quick Information guide for the Bylaws on page 5.





Have more questions regarding your lease?

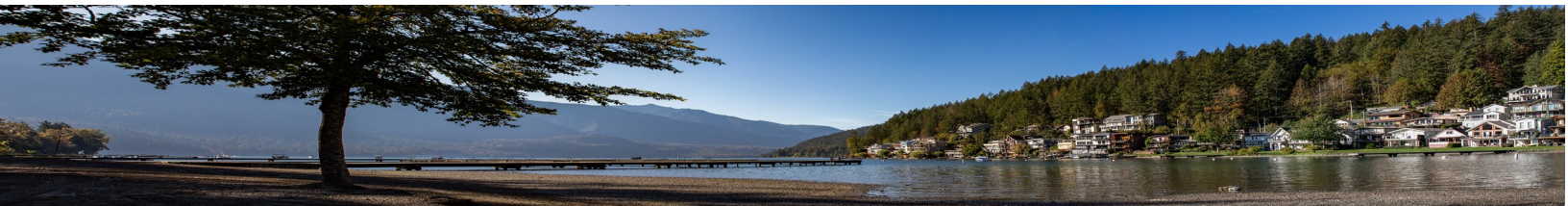
Please contact our Lease Administrator at 604-847-2044 or by email at leaseadmin@cultuslake.bc.ca

Have more questions on how to submit an Home-based Business Licence application?

Please contact the Reception at 604-858-3334 or by email at reception@cultuslake.bc.ca

Have more questions about the Cultus Lake Bylaws?

Please contact our Bylaw Compliance and Enforcement Officer at 604-858-5298 or by email at bylaw@cultuslake.bc.ca



QUICK INFORMATION:

Please visit our website at <https://www.cultuslake.bc.ca/bylaws/> for all relevant Bylaw information.

FORMS:

- Short-term Permit Application Form
- Short-term Permit Renewal Form
- Home-based Business Licence Application Form
- Home-based Business Licence Renewal Form

DISCLAIMER:

The Cultus Lake Park disclaims any liability arising from the use of this guide, since the information provided is only meant as a guide for public use and convenience. If any contradiction exists between this document and relevant Bylaws or Policies, the text of the Cultus Lake Park Bylaws or Policies will be the legal authority.