



HOME BASED BUSINESS LICENCE APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604 858 3334

reception@cultuslake.bc.ca

APPLICANT INFORMATION (All fields must be completed)

Applicant Name(s):

Mailing Address:

Telephone:

Cell:

Email:

BUSINESS INFORMATION (All fields must be completed)

Business name:

Type of business: *(Please provide a brief description. Use a separate sheet of paper if necessary)*

Name of secondary business owners: *(Other than applicant or Leaseholder, if applicable. Please include any contact information)*

Number of employees: *(Including Business Owner)*

Date business is expected to commence: _____, 20____

PROPERTY DETAILS (All fields and questions must be completed)

Cultus Lake Park Address:

Have you previously held a Home-based Business Licence for this property?

Yes

No

Have you previously applied and been refused or had a Licence/Permit cancelled for this property?

Yes

No

If yes, when? _____

Total Floor Area being used for the Home-based Business: _____

Total rooms in the house being used for your Home-based Business? _____

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QUESTIONNAIRE— All questions must be answered 'YES' or 'NO'		
1. Is the property provided with: a) Hardwired / interconnected smoke detectors? b) Battery operated / interconnected smoke detectors? c) Carbon Monoxide detectors?	YES YES YES	NO NO NO
2. Is there a Fire Escape Plan easily visible and posted?	YES	NO
3. Do you have a valid fire extinguisher at the property that is accessible to Home-based business occupants?	YES	NO
4. Will you be placing any signs to advertise your Home-based Business within your lease-lot lines?	YES	NO
5. Will your business create any discharge or emission or odours (toxic or noxious vapours or matter), heat, glare, radiation, electrical interference, or noise?	YES	NO

PARKING PLAN
How many parking spots are you providing for your Home-based Business?
Where are these parking spots located?
If applicable, describe your Parking Management Plan. Will you have staff? Will you have on site customers? Please include how the parking portal will be utilized and how you plan to provide the least amount of impact on the Cultus Lake Park Community with regards to traffic and parking.

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ACKNOWLEDGEMENTS — All initial and signature boxes must be signed by the applicant.	Initial:
1. I understand I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a Home-based Business Licence by Cultus Lake Park and in respect of this acknowledgement.	<input type="text"/>
2. I understand that I should inform my Insurance provider and advise them of my use of the Leasehold property within Cultus Lake Park as a Home-based Business.	<input type="text"/>
3. I understand that I must provide a minimum of two (2) parking stalls, if there will be staff or customers as per the current Cultus Lake Park Parking and Traffic Regulations Bylaw, all Amendments and policy.	<input type="text"/>
4. I acknowledge that I must provide an escape route map for use in the Home-based Business in the event of an emergency.	<input type="text"/>
5. I, the undersigned, hereby make application for a Home-based Business in accordance with the information as stated and declared in the statements and that they are true and correct. I understand that the Business Licence application fee and all applicable fees associated are non-refundable.	<input type="text"/>
6. I undertake, if granted the Licence applied for, to comply with each and every obligation contained in the current Cultus Lake Bylaws. I understand it is my full responsibility that Home-based Business employees adhere to and follow the parameters set for each Cultus Lake Bylaw. I also will inform employees of the bylaws and to make them readily available. Further, failure to meet these obligations may result in the Home Based Business being suspended or possible revocation, as well as any related fines outlined in each Cultus Lake Park bylaw violation. Leaseholders are subject to all Cultus Lake Park Bylaw related fines.	<input type="text"/>
7. I further understand that Home-based Business Licence's expire on December 31st of each year and must be renewed prior to January 1st. Every Home-based Business Licence is subject to review at any time and may be suspended or revoked for cause.	<input type="text"/>
8. I acknowledge that the personal information collected on this form is collected in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> and that Cultus Lake Park has authority to collect your information for the purposes of administering this Licence according the <i>Local Government Act</i> and the <i>Cultus Lake Park Act</i> .	<input type="text"/>
9. I understand payment of the Business Licence application fee does not guarantee approval of the Licence and I cannot commence business until such time as the Home-based Business Licence has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.	<input type="text"/>

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LEASEHOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.

By signing below, I/We approve and agree to the use of a Home –based Business on the above stated property that the applicant and I/We are on title as Leaseholders ‘Jointly ‘or ‘In Common’ with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Park Bylaws for Home– based Businesses.

Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:

For Office Use Only:

LR# _____

RECIPT # _____

CLP DATE STAMP

REQUIREMENT CHECK LIST:

- Home-based Business Licence application fields are filled out and complete.
- Home-based Business Licence Question Sheet is complete.
- Leaseholder Approval for Business Licence is signed by each leaseholder registered on title.
- If applicable to business type, parking management plan is complete.
- Once approved, data is entered in Home-based Business Master List.

DECISION

Date: _____

Approved by the Cultus Lake Park Board? YES / NO

Non-refundable Licence Fee Paid? YES / NO

Receipt: _____

PERMIT # _____

Chief Administrative Officer’s Signature

Notes:
