



# DISTRICT OF PORT HARDY

## APPLICATION FOR BUSINESS LICENCE



Please Print

Date: \_\_\_\_\_ Name of Business: \_\_\_\_\_

Form of Business: \_\_\_\_\_ Business Mailing Address: \_\_\_\_\_  
(corporation, society, sole proprietorship, etc.)

Primary Type of Business: \_\_\_\_\_

Business Location (Civic Address): \_\_\_\_\_

Activities to be undertaken at Business Location: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Zoning: \_\_\_\_\_ Number of Employees: \_\_\_\_\_ Number of Rental Suites: \_\_\_\_\_

Trade, Licence, Etc. Number: \_\_\_\_\_  
(plumbing, HPO, etc.)

Owner's Name: \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_

Owner's Civic Address: \_\_\_\_\_

Owner's Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Declaration of Owner:**

*I/We hereby make application for a licence in accordance with the particulars as above stated and declare that the above statement is true and correct. I/We understand that if I am granted the licence applied for I must comply with each and every obligation contained in all laws and bylaws now in force or which hereafter come in force in the District of Port Hardy. I/We also declare that I, or persons in my employ, am duly qualified under applicable laws to practice the trade or profession for which I am making application.*

Print Owner(s) Name(s) \_\_\_\_\_

Signature of Owner(s) \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

MAIS Category No.: \_\_\_\_\_ Class: \_\_\_\_\_ Fee Rate: \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_

Code: \_\_\_\_\_ User Rates Bylaw Category: \_\_\_\_\_ Account Number: \_\_\_\_\_

**Approvals**

Municipal Inspector: \_\_\_\_\_ Approved / Not Approved Date: \_\_\_\_\_  
(Signature)

Dir. Corp & Dev Scvs: \_\_\_\_\_ Approved / Not Approved Date: \_\_\_\_\_  
(Signature)

Date of Finance Review: \_\_\_\_\_ Financial Officer: \_\_\_\_\_

Date Entered in MAIS: \_\_\_\_\_ Entered By: \_\_\_\_\_

**DISTRICT OF PORT HARDY WEBSITE BUSINESS LICENSE LISTING INFORMATION**

**(Information will be uploaded with PAID Business License)**

Name of Business: \_\_\_\_\_ Business License Acct # \_\_\_\_\_

Name of owner / operator: \_\_\_\_\_

Contact person general: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Website address: \_\_\_\_\_

Twitter address: \_\_\_\_\_

Instagram address: \_\_\_\_\_

*Emergency* contact person: \_\_\_\_\_

*Emergency* person Telephone: \_\_\_\_\_ *Emergency* person Cell: \_\_\_\_\_

*Emergency* person Email: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Street Address: \_\_\_\_\_

For the website, please provide a short description: of business (maximum 100 words). (i.e local certified carpenter specializing in custom cabinetry and flooring)

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For the website, in order of primary business function, please provide a full list of goods and services you provide: (eg heavy duty equipment - lawn and garden care – housekeeping – bookkeeping - accounting construction - retail: hardware - retail: building supplies - retail: clothing, retail: groceries, retail: food and beverage, hospitality: hotel/motel/B&B etc. )

- |           |           |           |
|-----------|-----------|-----------|
| 1. _____  | 2. _____  | 3. _____  |
| 4. _____  | 5. _____  | 6. _____  |
| 7. _____  | 8. _____  | 9. _____  |
| 10. _____ | 11. _____ | 12. _____ |
| 13. _____ | 14. _____ | 15. _____ |

**EMERGENCY EQUIPMENT** (*this information will NOT be used on the website.*) Please advise a list of emergency equipment i.e. satellite phone, radio, fuel storage, propane, spill kits etc.

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# DISTRICT OF PORT HARDY

## APPLICATION FOR BUSINESS LICENCE

District of Port Hardy - Home Occupation  
*To be completed in addition to the Business Licence Application*



Business Name: \_\_\_\_\_

Business Location (civic address): \_\_\_\_\_

A Home Occupation is any business permitted in residential areas under the provisions of the Home Occupation regulations set out in the District of Port Hardy Zoning Bylaw and any amendments thereto.

### 3.12 HOME OCCUPATIONS (Minor, Major, Rural)

Operators of all home occupations must obtain a business license and comply with the provisions of the District of Port Hardy Business Bylaw in effect. Home occupations are divided into three types as follows:

#### 3.12.1 Minor Home Occupation

A minor home occupation is subject to the following:

- (a) A minor home occupation shall be entirely enclosed within a dwelling and shall not occupy more than 20% of the gross floor area of the dwelling in which it is undertaken;
- (b) No minor home occupation shall discharge or emit odours, noxious or toxic matter or vapours, heat, glare, noise, radiation or recurrent vibrations or would result in traffic congestion, electrical interference, fire hazard or health hazard;
- (c) The proprietor of a minor home occupation must reside in the dwelling within which the home occupation is located;
- (d) No persons other than those who reside in the dwelling in which the minor home occupation is located shall be engaged in the operation of the minor home occupation;
- (e) No variation of the residential character or appearance of land or buildings shall be permitted in association with a minor home occupation;
- (f) A minor home occupation shall not generate more than one client or customer visit to the dwelling in which the minor home occupation is located on any calendar day; and
- (g) The following uses are not a minor home occupation and are expressly prohibited as such:
  - (1) Salvage, storage, repair, maintenance or sales of motor vehicles, trailers, boats or related engines, equipment or parts;
  - (2) Tow-truck operations, manufacturing and industrial uses, social escort services, cabinet making, welding or machine shops, meat cutting, commercial animal breeding or parking or storage of industrial, commercial, or construction equipment or materials; and,
  - (3) Sale or storage of any commodity not produced on the premises, except provided that customers do not visit the premises to inspect or to take possession of goods they have purchased.

#### 3.12.2 Major Home Occupation

A major home occupation is subject to the following:

- (a) A major home occupation shall be entirely enclosed within a single detached dwelling, secondary suite dwelling or carriage home dwelling, and shall not occupy more than 50.0 square metres (538.2 square feet) or 20.0% of the gross floor area of the dwelling, whichever is less;
- (b) A major home occupation may employ one person who is not a resident of the dwelling in which the major home occupation is located;
- (c) One off-street parking space shall be provided for the exclusive use of the major home occupation;
- (d) No variation of the residential character or appearance of land or buildings shall be permitted in association with a major home occupation;
- (e) A major home occupation shall not generate more than five client or customer visits to the dwelling in which the minor home occupation is located on any calendar day;
- (f) One sign with dimensions no greater than 0.75 of a metre (2.46 feet) by 0.75 of a metre (2.46 feet) advertising a major home occupation is permitted for each major home occupation;

3.12.2 Major Home Occupation continued

- (g) The following uses are not a major home occupation and are expressly prohibited as such:
- (1) Salvage, storage, repair, maintenance or sales of motor vehicles, trailers, boats or related engines, equipment or parts;
  - (2) Tow-truck operations, manufacturing and industrial uses, social escort services, cabinet making, welding or machine shops, meat cutting, commercial animal breeding or parking or storage of industrial, commercial, or construction equipment or materials; and,
  - (3) Sale or storage of any commodity not produced on the premises, except provided that customers do not visit the premises to inspect or to take possession of goods they have purchased.

3.12.3 Rural Home Occupation

A rural home occupation is subject to the following:

- (a) A rural home occupation shall be entirely enclosed within a single detached dwelling, secondary suite dwelling or carriage home dwelling, and shall not occupy more than 20.0% of the gross floor area of the dwelling. In addition, up to 50% of the gross floor area of the rural home occupation in a dwelling may also be undertaken in an accessory building located on the same parcel;
- (b) A rural home occupation may employ up to two persons who are not residents of the dwelling in which the rural home occupation is located;
- (c) On a parcel greater than 4.0 hectares (9.88 acres) in area, a portable sawmill is permitted as part of a rural home occupation, for the purpose of processing trees that have been cut from that same parcel. Said portable sawmill may be located outside of the dwelling or accessory building;
- (d) One sign with dimensions no greater than 1.0 of a metre (3.28 feet) by 1.0 of a metre (3.28 feet) advertising a major home occupation is permitted for each major home occupation;
- (e) The following uses are not a rural home occupation and are expressly prohibited as such:
  - i. Salvage, storage or sales of motor vehicles, trailers, boats or related engines, equipment or parts; and
  - ii. Tow-truck operations, manufacturing and industrial uses, social escort services, meat cutting, commercial animal breeding or the outdoor storage of industrial, commercial, or construction equipment or materials.

*I hereby agree to comply with all of the Home Occupation regulations and any amendments made from time to time.*

_____	_____	_____
Owner's Name(s)	Owner's Signature(s)	Date
_____	_____	_____
Owner's Name(s)	Owner's Signature(s)	Date