



PO BOX 40, 500 - 2 AVENUE NE Tel: (250) 803-4000  
SALMON ARM, BC, V1E 4N2 Fax: (250) 803-4041

**CITY OF SALMON ARM**  
**BUSINESS LICENCE APPLICATION**  
Pursuant to and subject to the provisions of the "Business Licence Bylaw"

**NEW BUSINESS** \_\_\_\_\_ **NEW OWNER** \_\_\_\_\_ **CHANGE OF LOCATION** \_\_\_\_\_ **MODIFY** \_\_\_\_\_

NAME OF BUSINESS \_\_\_\_\_  
(indicate whether Inc., Ltd. or Proprietorship)

LICENCEE (OWNER) NAME \_\_\_\_\_

BUSINESS LOCATION (actual) \_\_\_\_\_ (cosmetic) \_\_\_\_\_

BUSINESS MAILING ADDRESS \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

TYPE OF BUSINESS \_\_\_\_\_

**NOTE: BUSINESS CONTACT INFORMATION ABOVE IS NOT CONSIDERED PERSONAL INFORMATION AND WILL BE RELEASED ON REQUEST, UNLESS OTHERWISE INSTRUCTED BY THE LICENCEE.**

EMERGENCY NUMBER \_\_\_\_\_

OWNER OF PROPERTY \_\_\_\_\_

SQUARE FOOTAGE \_\_\_\_\_ # OF SEATS OR UNITS \_\_\_\_\_ # OF FULL TIME EMPLOYEES \_\_\_\_\_

TRADE TICKET NO \_\_\_\_\_ # OF BUSINESS VEHICLES \_\_\_\_\_ [3 part-time = 1 full-time employee]

RESIDENT \_\_\_\_\_ NON-RESIDENT \_\_\_\_\_ HOME OCCUPATION \_\_\_\_\_

I / WE \_\_\_\_\_ HEREBY MAKE APPLICATION FOR A BUSINESS LICENCE IN ACCORDANCE WITH THE PARTICULARS STATED ABOVE AND DECLARE THE ABOVE IS TRUE AND CORRECT. I/WE UNDERTAKE THAT IF GRANTED THE BUSINESS LICENCE APPLIED FOR, I/WE WILL COMPLY WITH EACH AND EVERY OBLIGATION CONTAINED IN ALL LAWS AND BYLAWS IN FORCE OR WHICH MAY HEREINAFTER COME INTO FORCE IN THE CITY OF SALMON ARM. I DECLARE THAT I AM THE AGENT AND AM AUTHORIZED TO MAKE THIS APPLICATION.

**APPLICANT(S) SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

THIS APPLICATION MUST BE COMPLETED IN FULL, SIGNED AND RETURNED TO THE CITY OF SALMON ARM OFFICE.

**\*NO BUSINESS SHALL BE STARTED UNTIL A LICENCE IS ISSUED.**

If application is for a HOME OCCUPATION or OUTSIDE VENDOR, consent to the intended use by the Property/Business Owner, Mobile Home Park Manager or Apartment Manager/Strata Corporation is required: *Bylaw Regulations provided:* \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PRINT NAME \_\_\_\_\_

LICENCE NO. \_\_\_\_\_

**OFFICE USE ONLY**

**CC:** Property File \_\_\_\_\_  
Fire Dept. \_\_\_\_\_  
Finance \_\_\_\_\_  
BL List \_\_\_\_\_  
IHA \_\_\_\_\_

**NEW LICENCE / RENEWAL FEE:** \$ \_\_\_\_\_

**NON-REFUNDABLE CANNABIS PROCESSING FEE RECEIVED:** \$ \_\_\_\_\_

**MOBILE LICENCE** \$150.00 \_\_\_\_\_

SIDEWALK VENDOR AS PER SCHEDULE "A" BYLAW NO. 2928  
DOWNTOWN IMPROVEMENT ASSOCIATION LEVY \$ 75.00 \_\_\_\_\_

CHANGE OF LOCATION – INSPECTION REQUIRED \$51.00 + GST \_\_\_\_\_

INSPECTION OF PREMISES FOR NEW BUSINESS \$51.00 + GST \_\_\_\_\_

CHANGE OF OWNERSHIP \$ 25.00 \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

**Batch#** \_\_\_\_\_

The information collected is in accordance with the *Freedom of Information and Protection of Privacy Act*. The City has authority to collect information for the purposes of administering Business Licences in accordance with Division 9 of the *Community Charter*. Should you have any questions or concerns about the collection of this information, please call Corporate Services at: (250) 803-4006. (Note: Business contact information is not considered personal information and can be released).

## OFFICE USE ONLY

NAME OF BUSINESS \_\_\_\_\_

BUSINESS LOCATION \_\_\_\_\_

SALMON ARM ROLL NO. \_\_\_\_\_ ALR: YES \_\_\_\_\_ NO \_\_\_\_\_

LEGAL DESCRIPTION: LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ PLAN \_\_\_\_\_ SECTION \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ RANGE \_\_\_\_\_

ZONING \_\_\_\_\_ PERMITTED USE IN ZONE \_\_\_\_\_

OCCUPANCY CLASSIFICATION \_\_\_\_\_ LEGAL NON CONFORMING USE: YES: \_\_\_\_\_ NO \_\_\_\_\_

FEE CODE CLASSIFICATION \_\_\_\_\_

BUSINESS LICENCE NO. \_\_\_\_\_ FEE CODE: \_\_\_\_\_

2<sup>ND</sup> FEE CODE: \_\_\_\_\_**BUSINESS LICENCE CLERK'S COMMENTS:**


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**INSPECTIONS****FIRE DEPARTMENT:****AUTHORIZATION DATE****SIGNATURE**


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**BUILDING DEPARTMENT:****AUTHORIZATION DATE****SIGNATURE**


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FLOOR PLANS SUPPLIED: YES \_\_\_\_\_ NO \_\_\_\_\_

FINAL OCCUPANCY: YES \_\_\_\_\_ NO \_\_\_\_\_

**HEALTH INSPECTOR:****AUTHORIZATION DATE****SIGNATURE**


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**BUSINESS LICENCE INSPECTOR:****AUTHORIZATION DATE****SIGNATURE**


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**\*\*LICENCE REMARKS\*\***


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# DEVELOPMENT SERVICES DEPARTMENT 250-803-4000

## A GUIDE TO BUSINESS LICENCES

This guide is not a legal document. It is intended only to assist you through the Business Licence application process. Following the steps herein does not constitute approval of an application. While every care is taken in the preparation of this brochure, the City of Salmon Arm assumes no responsibility or liability with respect to its contents. The public is advised to review the applicable legislation and bylaws and conduct its own inquiries with Development Services staff.

### WHEN IS A BUSINESS LICENCE REQUIRED?

A Business Licence is required by any person or persons who operate a "business", prior to beginning the operation or carrying on of such business. A "Business" means carrying on a commercial or industrial undertaking of any kind or nature, or the providing of professional, personal or other services for the purpose of gain or profit.

**Please check the uses permitted under the applicable section of the Zoning Bylaw prior to making any financial commitment to locate or relocate a business**

### APPLICATION STAGE

Mail or deliver your completed application form along with the application fee to the District Development Services Department for:

- new businesses;
- change of location (transfer);
- new owner of existing business;
- modification (ie: name change).

### REVIEW OF THE BUSINESS APPLICATION

Once your business application has been received by the Development Services Department, the application is checked to ensure conformance to the following details:

#### New Business

The Licence for a new business will be issued only after inspections have been made to ensure the premise is:

- correctly zoned and conforms to Municipal Bylaws;
- approved for occupancy by the Building Inspector;

- approved for occupancy by the Local Assistant Fire Commissioner and meets B.C. Fire Code regulations;
- is able to meet all Provincial Regulations, if applicable. These may include Ministry of Health and the Liquor Control and Licensing Branch.

#### Change of Location

An application to Transfer the Business Licence must be made prior to the move. The new location must meet with all the criteria required for a "new business". A new Licence must be approved and issued before opening for business.

#### Sale of Business

If the business is sold, a new application for Business Licence must be made by the **new owner** and the Licence approved and issued prior to opening for business.

#### Renovations or Structural Changes to Premise

If renovations or structural changes are proposed, please contact the Building Inspector prior to making the changes to determine how these will impact Municipal Bylaws, Building Code, Fire Code, Plumbing Code and for occupancy and/or safety.

#### Signs

A sign permit is required prior to placement of signs. See the Guide to Building Permits for more information on this permit.

#### Music Copyright

Music used for business purposes, except radio, is protected by copyright. Visit the website [www.socan.ca](http://www.socan.ca) for information.

## CAN A BUSINESS BE OPERATED FROM ANYWHERE IN THE DISTRICT?

Not Necessarily. The City of Salmon Arm as described in the Zoning Bylaw is divided into a number of different zones. Each zone has a set of “permitted uses” within it. A Business Licence may only be approved for a particular location provided the proposed use conforms to the applicable zoning regulations contained in the Zoning Bylaw.

If the proposed use does not conform to the uses permitted within that zone, the licence can only be approved if the business is changed to conform to the uses permitted in the zone. The other option is to make application to rezone the property to a zone that will permit the use (see Rezoning Information for further details).

A business property fronting a controlled access highway (Trans Canada Highway or Highway 97B) may require a Controlled Access Permit from the Ministry of Transportation.

## HOME OCCUPATIONS

Means any occupation or profession carried out in a home, where the occupation or profession is accessory to the use of a dwelling for residential purposes. A home occupation does not include a family, group or commercial daycare facility, boarders, or a bed and breakfast.

Home occupations shall comply with the following regulations:

- The maximum number of home occupations per parcel shall be two (2), provided only one (1) business requires public to attend at the home.
- Where the home occupation is located on a parcel zoned residential:
  - the home occupation must be wholly contained within a dwelling unit;
  - may occupy up to 45.0 square meters (484.4 square feet) of maximum floor area; shall not involve any outside storage; and
  - shall not create a parking problem or other nuisance.
- Where a home occupation is to be located on a parcel zoned R-1 – Single Family Residential or R-7 – Large Lot Single Family Residential, in which the parcel area is greater than or equal to 0.2 hectares (0.5 acres) and less than 0.4 ha (0.98 acres), the home occupation:
  - shall be wholly contained within a dwelling unit and/or an accessory building;
  - shall occupy a combined total floor area of no greater than 45.0 square metres (484.4 square feet);
  - shall not involve any outside storage; and
  - shall not create a parking problem or other nuisance.
- Where the home occupation is located on a parcel zoned R-1 - Single Family Residential or R-7 - Large Lot Single Family Residential, in which the parcel area is greater than or equal to 0.4 hectares (0.98 acres), the home occupation:
  - shall be wholly contained within a dwelling unit and/or an accessory building;
  - shall occupy a combined total floor area of no greater than 100.0 square metres (1,076 square feet);
  - shall not involve any outside storage; and
  - shall not create a parking problem or other nuisance.
- Where a *home occupation* is to be located on a parcel not zoned Residential, in which the parcel area is less than 0.4 hectares (0.98 acres), the *home occupation*:
  - shall be wholly contained within a *dwelling unit* and/or an accessory *building*;
  - shall occupy a combined total floor area of no greater than 100.0 square metres (1,076 square feet);
  - shall not involve any outside storage; and
  - shall not create a parking problem or other *nuisance*.
- Where a home occupation is located on a parcel not zoned Residential, in which the parcel area is greater than or equal to 0.4 hectares (0.98 acres), the home occupation:
  - shall be contained within a dwelling unit or accessory building;
  - shall occupy up to a combined total floor area of no greater than 100.0 square metres (1,076 square feet);
  - shall be permitted a limited amount of outside storage to a maximum of 200 square metres (2,152.9 square feet);
  - shall not create a nuisance; and
  - any storage area shall be completely screened from adjoining properties or highways.
- Where a home occupation is located in an upper floor dwelling unit or a unit zoned R-4 or R-5 (Medium & High Density Residential), the home occupation:
  - shall be contained within the dwelling unit; and
  - shall occupy not more than 20% combined total of the dwelling unit; and
  - shall not involve any outside storage; and
  - shall not create a parking problem or other nuisance; and
  - shall require written approval of the property owner or strata council.
- One person per home occupation other than family members residing in the dwelling or on the parcel containing the home occupation may be engaged in such occupations (ie: only one outside “employee”).

- The maximum number of students or clients at one time or session for private educational or training services shall not exceed three (3).
- No food or commodities shall be offered for retail sale or wholesale other than those produced on the premises;
- The home occupation shall not use or store material or products that produce inflammable or explosive vapours or gases under ordinary temperatures.
- No home occupation shall include a use that generates noise, vibrations, smoke, dust, toxic or noxious matter, odour, electrical interference beyond the parcel lines of the parcel containing the home occupation.
- A maximum of one sign per home occupation (to a maximum of two) advertising a home occupation may be permitted and shall not exceed 0.37 square metres (3.98 square feet) in area.

### Inspections

If your business will require the public to attend your home, an Inspection relating to health and safety issues will be required before a Business Licence can be issued.

### Parking

One (1) additional parking spot in addition to the existing dwelling unit's parking requirements must be provided for a home occupation, unless a greater number are required in accordance with the Parking Requirements set out in Table A1-1 of the Zoning Bylaw for the particular use.

## FAMILY CHILDCARE FACILITY

A Family Childcare Facility means daycare facilities for a maximum of seven (7) children (including child family members) in accordance with the Provincial Child Care Facilities Regulations as amended from time to time and may include a maximum of three (3) employees. Family Childcare Facilities must meet zoning requirements and receive approval from the Building Department, Ministry of Health and Fire Department prior to a Business Licence being approved.

Multi-Age Childcare means a childcare facility for up to a maximum of eight (8) children, having no more than three (3) children younger than 36 months old, and of those three, no more than one child younger than 12 months old. One (1) Educator (ECE) required.

## GROUP CHILDCARE FACILITY

A Group Childcare means a childcare facility for up to a maximum of eight (8) children, ages for which must be grouped from 0-3 years, 3-6 years and 6-12 years. The childcare provider does not have to

reside in the home in which the *group childcare* is operated.

## BED AND BREAKFAST

In the Zoning Bylaw a Bed & Breakfast means "an owner-occupied single family dwelling containing rooms without cooking facilities intended primarily for the sleeping accommodation of the traveling public, with breakfast meals being prepared and served to guests by means of the common kitchen and dining facilities used by the owner-occupier".

A more detailed handout on guidelines for bed and breakfast accommodation in Salmon Arm is available.

## STREET VENDORS

Licensing for Street Vendors is regulated by the Street Vendor Bylaw. There are only a few designated sites where street vendors are permitted to operate downtown. Some additional requirements of the bylaw state that:

- A person, firm or corporation operating as a Sidewalk Vendor shall possess a valid business licence.
- Vendors shall obtain and maintain comprehensive general liability and property damage insurance in the amount of two million dollars (\$2,000,000.00). The District Municipality shall be included as an additional insured party. The Vendor shall save the District harmless against claims, actions for injury, damage, loss or death arising out of or resulting from the operation of a vending business. The sidewalk vendors' insurer must recognize the existence of the save harmless clause. Proof of such insurance to the satisfaction of the Business Licence Inspector shall be submitted prior to the issuance of a licence.
- Vendors must accompany their business licence application with a current Health Permit issued from the Interior Health Authority and proof of Gas and Electrical certification if carts/trailers are so equipped.
- Vendor cart means, and includes, any device designed to be moved by human power which may be used on a sidewalk or any portion thereof for the purpose of selling or offering for sale any food stuff, confectionery, and hand made good produced by the vendor, to the public.
- No Sidewalk Vending shall operate from a pushcart between the hours of 2:00 am and 7:00 am.
- Vendors shall supply a covered refuse container for use by the vendor and patrons.

- 
- Pushcarts shall be maneuverable by one person and must be equipped with brakes.
  - Sidewalk Vendors shall comply with all applicable Municipal, Provincial and Federal legislation.

## **OUTSIDE VENDING**

Outside vending means a vendor cart, trailer, van or truck concession outlet not exceeding 2,400 kg Gross Vehicle Weight, for the vending on private property of art, handicrafts and food stuffs such as fruit and vegetables, herbs, hot dogs, ice cream, etc.

- Vendors must accompany their business licence application with a current Health Permit issued from the Interior Health Authority and proof of Gas and Electrical certification if carts/trailers are so equipped.
- Outside vender is a permitted use in the following zones, subject to approval of the property owner:

C-1 Local Commercial Zone  
C-3 Service Commercial Zone  
C-4 Fuel Service Station Commercial Zone  
C-5 Tourist Commercial Zone  
C-6 Tourist/Recreation Commercial Zone  
C-7 Shopping Centre Commercial Zone  
C-8 Farm Produce Commercial Zone  
P-1 Park & Recreation Zone  
M-1 General Industrial Zone  
M-2 Light Industrial Zone

## **COST FOR A BUSINESS LICENCE**

A business licence fee is not refundable. The business licence fees are governed by the Fee for Service Bylaw. Licences are based on the calendar year of January to December. New licences issued after July 31 will pay the annual fee reduced by 50%.

A percentage of all Business Licence Fees are forwarded to the Economic Development Corporation and the Chamber of Commerce.

If you have any questions regarding completion of the Application form, please telephone or attend Municipal Hall between the hours of 8:30 am to 4:00 p.m., Monday to Friday:

City of Salmon Arm  
Development Services Department  
500 - 2 Avenue NE  
Box 40  
Salmon Arm, BC, V1E 4N2

Telephone: 250-803-4000  
Facsimile: 250-803-4041

## CITY OF SALMON ARM GUIDELINES BED & BREAKFAST ACCOMMODATION

**NOTE:** These guidelines may be amended by the City of Salmon Arm without notification.

**SCOPE:** The following information has been compiled to assist the home owner and authorities in ensuring there is an acceptable level of fire and life safety in a home providing Bed and Breakfast accommodation.

**BED & BREAKFAST:** as defined in Zoning Bylaw #2303, means an owner-occupied single family dwelling containing rooms without cooking facilities, intended primarily for the sleeping accommodation of transient paying guests on a short term basis. The rooms are for sleeping purposes only and cooking is not permitted. Breakfast meals are prepared and served to guests by means of a common kitchen and dining facilities used by the owner-occupier.

Not more than two let rooms in a single family dwelling are permitted in these zones: R-1, R-2 and R-4.

Not more than three let rooms in a single family dwelling are permitted in these zones: R-7, R-9, A-1, A-2, A-3, M-6 and CD-3.

**BUSINESS LICENSING:** Business Licence Bylaw No. 3102 states: No person shall carry on a business within the District (City) without having obtained a valid business licence.

The soliciting of sales of any article, commodity or thing, or any agreement for the provision of any service shall require a business licence issued under the provisions of this bylaw.

"Business" means the carrying on of a commercial or industrial undertaking of any kind or the providing of professional, personal, or other services for the purpose of receiving income or revenue, but does not include an activity carried on by a Municipal, Provincial or Federal Government, Crown Corporation, or a non-profit society.

**A.L.R. LOCATIONS:** Regulated by Zoning Bylaw #2303 and A.L.R. General Order 1157/93 which states in part as follows: "Bed and Breakfast use is: i) limited to one establishment per legal parcel; ii) fully contained within a dwelling which is owner occupied; and iii) restricted to a maximum of three bedrooms for Bed and Breakfast use per dwelling."

**OCCUPANT LOAD:** It is important that the use of these premises remains primarily that of a single family residence. To this end, it is recommended the maximum number of people sleeping in the dwelling is limited to 10, including family members.

**PARKING:** One off-street parking space is to be provided for each bedroom available for rental, in addition to parking required for residential use.

**SIGN:** One sign is permitted and is to be located on the property of the Bed and Breakfast. The sign area shall not exceed 0.37 m<sup>2</sup> (3.98 sq.ft.) for a single face sign and 0.185 m<sup>2</sup> (1.99 sq.ft.) per face for a double-sided sign.

**SUITE SEPARATION:** Determined by Building Regulations of BC - see Article 9.10.9.14.(2) which states in part as follows: "Fire separations between sleeping rooms need not be provided where the sleeping rooms form part of the proprietor's residence and do not contain cooking facilities."

**FIRE EXTINGUISHERS:** At least one multi-purpose fire extinguisher with a minimum 2A10BC rating should be provided in a convenient location such as the hallway outside the bedrooms. It is also desirable to have a similar extinguisher in the kitchen. All extinguishers should carry the ULC label.

**SMOKE ALARMS:** A smoke alarm must be installed between each sleeping area (bedroom or group of bedrooms) and the remainder of the house. More than one unit may be needed to meet this standard and where this is the case, the units should be interconnected so that when one is triggered all the units will sound simultaneously. All houses built since mid-1979 should already be so equipped because these requirements have been in the Building Code since that time. Additional smoke alarms are recommended in each sleeping room, living and recreation rooms and at least one on each storey (including basements) is now mandatory by the latest Building Code "Hard wired" AC smoke alarms are mandatory.

CITY OF SALMON ARM - GUIDE  
BED & BREAKFAST ACCOMMODATION *con't*

**MEANS OF EGRESS:** Most detached single family homes are only required to have one exit. It should not be necessary to travel up or down more than one storey to reach a floor served by an exterior door leading to a safe open area, such as a yard with access to a street or lane. It is acceptable to descend more than one storey if the top floor has access to a balcony or openable window not more than 1 metre above the floor and not more than 7 metres above grade, which would allow for emergency rescue. Doors located in a means of egress must not require keys or specialized knowledge to be opened from the inside. See Building Code for window size required.

**EMERGENCY PLAN:** Every household, especially those accepting paying guests, should have an emergency plan and it should be rehearsed to ensure it works. The plan should include what action to take in case of fire and provide alternate routes of escape to a safe meeting place where everyone can be accounted for. The plan should also take into account the presence of any guests in the house who may require assistance to safety.

I/We have read, understood and agree to comply with the above guidelines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

Civic Address: \_\_\_\_\_



## Business License Information and Referral

Interior Health's Environmental Public Health & Licensing (EPH&L) are involved in approval and oversight of many regulated facilities under provincial legislation which also require a business license.

**Local Governments are encouraged to include EPH&L in a business license referral process by sending them to [EHDirect@interiorhealth.ca](mailto:EHDirect@interiorhealth.ca).** A referral would be beneficial to ensure that the activities of the business comply with health legislation. Application status will be shared by EPH&L with the business license office.

**Health approval may be required if the business activities meet the following criteria:**

- |   |  |
|---|--|
| <input type="checkbox"/> <b><i>New facilities or Events</i></b> | <input type="checkbox"/> <b><i>Ownership Changes</i></b> |
| <input type="checkbox"/> <b><i>Closures</i></b>                 | <input type="checkbox"/> <b><i>Location Moves</i></b>    |
| <input type="checkbox"/> <b><i>Renovations/Construction</i></b> |  |
- [Food Premises](#) (includes restaurants, tasting rooms, mobiles, food stores, food manufacturing/processing, etc.)
  - [Pools, Hot Tubs and Spray Parks](#) (excluding those for only a single family dwelling)
  - [Personal Service Establishments](#) (where a person provides a service to, or on, the body of another person, such as tattooing or piercing)
  - [Tobacco and Vapour Retail Facilities](#)
  - [Community Care Homes and Child Care Facilities](#)

**In order to help avoid potential delays in the Interior Health application approval process:**

- The applicant should review the [Interior Health website](#) for more information to assist in submitting a complete application package for health approval or obtaining a Permit to Operate. Failure to submit the necessary information may result in delays in processing.
- The applicant needs to submit a floor/building plans to Interior Health for health approval PRIOR to any construction, renovation or installation.
- Applications need to be submitted well in advance of anticipated opening as timelines will vary by workload, season and completeness of the application.

Visit <https://www.interiorhealth.ca/information-for/businesses> then follow the links to the applicable program area for your application.

For submissions of business licence referrals email: [EHDirect@InteriorHealth.ca](mailto:EHDirect@InteriorHealth.ca)

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

## **SHARED OCCUPANCY AGREEMENT**

**Attention:** Building Inspector  
City of Salmon Arm  
PO Box 40  
Salmon Arm, BC V1E 4N2

Dear Sir:

**Re:** Request for Business Licence at \_\_\_\_\_, Zoning: \_\_\_\_\_  
Legal: Lot(s) \_\_\_\_\_, Block \_\_\_\_\_, Plan \_\_\_\_\_  
Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_, BCAA Roll# \_\_\_\_\_

It is my wish to occupy a portion of the floor area currently occupied by \_\_\_\_\_.  
In order for the Building Inspector to authorize this additional Business Licence, I hereby agree and declare the following applies to this joint use of floor area.

1. The use of the floor area is being operated as if under the supervision of a single tenant as our respective businesses compliment each other.
2. We utilize the same hours of operation and each have access to common areas located in the floor area and have unobstructed access to all required exits which serve the floor area as a whole.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of **Property Owner**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Business Licence Applicant (**New**)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Existing Business Licence Holder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Existing Business Licence Holder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Existing Business Licence Holder

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Existing Business Licence Holder

\_\_\_\_\_  
Witness

## **CLARIFICATION OF BUILDING CODE REQUIREMENTS AS IT RELATES TO MULTIPLE BUSINESS LICENCES FOR A FLOOR AREA**

### **Background:**

The Building Department has received many applications for Business Licences where the applicant is sharing floor area with another Business Licence holder. The Building Code describes a "suite" as mainly relating to tenancy which could be interpreted as applying as a result of a request for a separate Business Licence. By requesting a separate Business Licence, it can be implied that the tenure of the building is being divided by separate parties.

The Building Department will consider certain application where, although a separate Business Licence is requested, the use of the floor area can be considered as a single suite for applying Building Code requirements.

The following criteria must be clearly evident:

1. The room can be viewed readily as an open floor concept (no division by rooms or full height partitions that would block views, etc. from the occupants); or
2. A single or group of rooms where the use of the floor area is complimentary and readily distinguished as being a similar operation. The uses compliment each other and are readily found in the same floor area and are operating as if they were the same tenant having the same normal business hours, having unobstructed movement throughout the floor area, sharing such things as would commonly be found in a single suite and not limited to common access door, common reception, common lunchroom and washroom.

If you intend to sublease a portion of a building, the "Shared Occupancy" criteria may apply to you. If your intention is to create a stand-alone separate tenancy within a building, then you must obtain the appropriate approvals and permits prior to any construction or the installation of any plumbing or electrical fixtures.

Each separate suite, except in the case of business and personal services occupancies, must be separated from adjoining suites by a fire separation having a fire-resistance rating of, in most cases, not less than (1) hour. A suite must have its own means of egress as determined by the requirements for the BC Building Code. That means of egress cannot include passage through other tenant space(s). These requirements apply to all floor areas of a building.

### **Electrical and Plumbing Requirements for a Suite or Single Occupancy**

Each suite must have its own electrical service with a panel and separate disconnect located within the suite. The required electrical permits must be obtained before any electrical work is done.

Suites must also have their own washroom, access to a public washroom or access to a washroom located in a common area of the building. Plumbing permits will be required for any plumbing work that needs to be done to meet this requirement.

For more information, please contact the Building Department at (250) 803-4003.