

Business Licence Factsheet for Home Occupations – Business

The [City of Fort St. John Zoning Bylaw 2470, 2019](#) and the [City of Fort St. John Business Licence Bylaw 2563, 2021](#) identify a number of regulations for Home Occupations operating within the City of Fort St. John to conform to.

This factsheet is for informational purposes only. Please consult all relevant City of Fort St. John bylaws in accordance with your application.

DEFINITION

Home Occupation – Business - means an accessory use where business activities take place within a dwelling unit or a building or structure accessory to that dwelling unit. A home occupation – business includes a bed and breakfast.

GENERAL PROVISIONS

- (1) All home occupation – business operators must obtain and hold a valid and subsisting business licence.
- (2) Where permitted, a home occupation - business must not include any use that is permitted in an industrial zone under this Bylaw.
- (3) A secondary suite is deemed to be a home occupation - business that is accessory to the residential use of the principal dwelling unit and will count towards the allowable number of home occupation – business’s permitted on a parcel.

REGULATIONS

Gross Floor Area: A home occupation - business must not occupy more than 25% of the floor area of the principal building or 90.0m², whichever is less, and in no case will the combined area of the principal building used for the business and an accessory building used for the business exceed 90.0 m².

Owner/Number of Employees: The operator of the home occupation – business must reside in the dwelling to which the home occupation – business is accessory; The operator of a home occupation – business must employ no more than one person other than the residents of the dwelling unit to which the home occupation – business is accessory.

Parking and Loading: A home occupation – business must include one (1) additional off-street parking space in addition to those required for the principal dwelling.

Requirements: A dwelling unit may not contain, or have accessory to it, more than two (2) home occupations and, furthermore, no more than one (1) of such home occupations may be a home occupation – business.

Retail Sales: No direct sales of any product on display shelves or racks is permitted.

Traffic: Operate in a manner that generates more than 20 customer visits a day; or the number of permitted customers visiting the premises per day will be at the discretion of the Director of Planning and Engineering having regard for the nature of the proposed business and characteristics of the neighbourhood as to minimize impacts to adjacent residential land uses;

Vehicles: A home occupation - business must not utilize more than one (1) vehicle not exceeding three (3) tonnes gross vehicle weight.

What is the Business Licence Approval Process?

The Business Licence approval process involves three (3) phases:

1. **INTAKE** (Application Submission)
2. **REVIEW** (Planning Review & Inspections)
3. **ISSUANCE** (Director Approval, Payment, and Issuance)

PHASE	TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE	N/A	Completed applications are submitted and prepared for review.	Designate whether it's a new business licence application or a change of information.
2. REVIEW	VARIES	Planning Review ensures the business complies with the zoning requirements for the location denoted.	Completed Application is used in REVIEW PHASE. Additional information may be required from applicant.
		Inspections are required to ensure health and safety requirements are met.	
3. ISSUANCE	7 DAYS	Finance creates invoice in preparation for applicant payment.	Completed Application used for ISSUANCE PHASE.
		Issuance requires final approval from the Director.	
		Notification of pick-up. Payment by applicant required for issuance.	

Business Licence Type	Business Licence Fee
Home Occupations Licence	\$125.00
<p>Contact the Planning & Engineering Department for assistance if needed.</p> <p>Planning & Engineering The Francis Work Beaton Building – First Floor 10003 – 110 Avenue Fort St. John, BC V1J 6M7</p> <p>Email: businesslicences@fortstjohn.ca Phone: (250)-787-8150</p>	