

Business Licence Factsheet for Home Occupations - Office

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 Businesses operating within the City of Fort St. John to conform to.

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

DEFINITION

Home Occupation – Office – means an accessory use where business activities take place within a dwelling unit and are limited to business activities that are administrative in nature.

GENERAL PROVISIONS

- (1) All operators of a home occupation must obtain and hold a valid and existing business licence.
- (2) A home occupation may not include any use that is permitted in an industrial zone under this Bylaw.
- (3) 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.
- (4) The maximum allowable floor area of combined home occupation – business and home occupation – office uses in a single permitted dwelling unit is not to exceed the combination of allowable floor areas listed in Section 4.22.2.1 and Section 4.22.3.1 of the City's Zoning Bylaw;

REGULATIONS

Gross Floor Area: A home occupation - office must not occupy more than 25.0 m² of floor area of the dwelling unit.

Location/Zoning: The dwelling unit in which the home occupation – office is located shall not contain any exterior evidence of the home occupation – office, including sign advertising.

Owner/Number of Employees: The operator of the home occupation – office must not employ any employees other than persons residing in the dwelling unit where the home occupation – office is being operated;

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 retail sales of any kind are permitted in a home occupation – office.

Traffic: A home occupation – office must not permit any customer visits.

Vehicles: A home occupation – office must not be serviced by any business vehicle.

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
Contact the Planning & Engineering Department for assistance if needed.	
Planning & Engineering The Francis Work Beaton Building – First Floor 10003 – 110 Avenue Fort St. John, BC V1J 6M7	
Email: businesslicences@fortstjohn.ca Phone: (250)-787-8150	