

## Processing/Inspections

Completed applications, along with the appropriate fee, will be reviewed by UBC Permits and Inspections staff.

Inspection of the premise to verify the use and compliance with the conditions of approval may be required.

A Business License may be issued after any concerns and requirements have been satisfied.

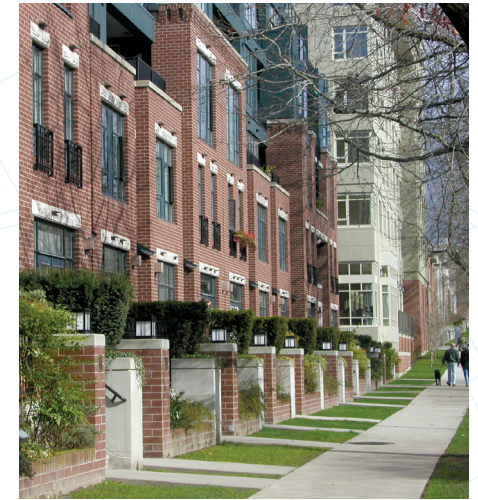
## Commercial Businesses

For information on Commercial Business Licenses please see "A Guide to Commercial Business License Regulations" or contact the Permits and Inspections department.



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THE UNIVERSITY OF BRITISH COLUMBIA

**campus + community planning**



**Working from Home in  
UTown@UBC Neighbourhoods  
A Guide to Home-Based  
Business Regulations**

**campus + community planning**

### Permits + Inspections

University of British Columbia  
2210 West Mall Vancouver, B.C.  
Tel: (604) 822-2633  
Fax: (604) 822-6119  
<http://www.planning.ubc.ca>

## Introduction

The purpose of this pamphlet is to help those who wish to carry on business in the **UTown@UBC neighbourhoods** understand the approval process and applicable regulations in obtaining a Home Based Business License.

## Background

Under Policy #98 the University Board of Governors established a policy “to ensure that commercial enterprises on campus conduct their businesses in ways that promote and reinforce the objectives of the University”. Commercial Enterprise means “any commercially oriented business or organization”.

To regulate businesses on UBC’s Vancouver campus, Business Licenses are now required to carry on a business in the following neighborhoods: Chancellor Place – Theological Neighborhood Plan; University Boulevard, East Campus, Hawthorn Place – Mid Campus Neighborhood Plan; Westbrook Place – South Campus Neighborhood Plan; and Hampton Place.



## The following regulations apply to Home-Based Businesses

### Definition

“Home-Based Business” allows a portion of the residence to be used for a craft and/or occupation for administration purposes only (mailing and telephone).

### License

All Home-Based Businesses must obtain a business license before opening. Call the UBC Permits and Inspections office at 604-822-2633 for additional information.

### Clients/Employees

No clients are permitted to attend the premises. No employees are permitted to engage in the running of the business from this residence.

No person other than one (1) resident member of the family occupying the residence shall be engaged in the Home Based Business on the premises.

### Number of Licenses

No more than one (1) Home-Based Business License shall be issued to a single residence.

### Signage

No signage is permitted. There will be nothing to indicate from the exterior of the dwelling or building that it is being used for any other purposes other than its principal and approved residential use.

### Storage

No products or materials shall be stored inside and/or outside of the residence, or in any accessory building on the property.

Home-Based Business means “a craft or occupation conducted as an accessory use subordinate to the principal residential use of a dwelling unit (residence).”

### Retail Sales

No products or materials shall be sold from or within the residence.

### Health, Safety and Hazards

No offensive noise, odor, vibration, smoke, heat or other objectionable effect shall be produced.

### Business Prohibitions

Adult entertainment and auto repair businesses are not permitted as Home-Based Businesses.

### Strata/Landlord Approval

Confirmation is required, in writing, from the strata corporation or landlord that the home-based business does not conflict with the by-laws of the strata corporation or the terms of the tenancy agreement, as the case may be.

## Applying for a Business License and Associated Fee Schedule

The Business License Application form and fee schedule is available from the UBC Permits and Inspections, Campus and Community Planning or online at:

**<http://www.planning.ubc.ca>**  
“Licensing and Inspections”