Terms used in this application form have the meanings ascribed to them in the Tsawwassen First Nation Business Licence Regulation and Zoning Regulation as amended from time to time

Office Use Only:
Home Based Building Licence Application No:

HOME-BASED BUSINESS TYPE

Home-based business with no customer on-site ☐

Home-based business serving customers on-site ☐

How many client visits do you typically generate at one time:

Does your home-based business involve food operation or personal services? **Yes** ☐ **No** ☐
If yes, please contact Fraser Health Authority to understand the specific regulations, obtain and provide the necessary permits or approvals from an Environmental Health Officer.

Home-based business daycare: ☐

How many children will your daycare provide care for:
Must comply with the BC Child Care Licensing Regulation, and where applicable Fraser Health Authority approval is required.

PROPERTY DETAILS

Type of Residence:
Apartment ☐ **Townhouse** ☐ **Duplex** ☐ **Single-family** ☐

Property Type:
Strata Property ☐ **Non-Strata Property** ☐
If strata property, provide written consent from the strata council, acknowledging the unit/location, the nature of the business, and any additional parking requirement, if applicable.

Tenure Type:
Owner ☐ **Renter** ☐
Provide written owner acknowledgment and consent if the proposed home-based business is operated by a tenant of the property.

Is the business within your principal residence? **Yes** ☐ **No** ☐
Include proof of residency: Government issued photo identification with name and address; Utility Bill with name and address; Tax notices with name and address; Insurance documents; Vehicle Registration; OR another valid document.

Do you have a secondary suite on-site? **Yes** ☐ **No** ☐
Please note: A home-based business is not permitted within a secondary suite (Section 4.25(g) of the TFN Zoning Regulation).

Note: This document does not replace or supersede any *TFN Laws* or *TFN Regulation* requirements. Updated Oct 2026

HOME-BASED BUSINESS INFORMATION

Business Name: **GST#**

Business Owner's Name (please print):

Business Address:

City: **Province:** **Postal Code:**

Phone: **Cell:** **Email:**

Nature and activities of business:

Hours of operation: **Days of Operation:**

Gross floor area (in square meters) of the principal building:

Combined floor area (in square meters) for all business uses:
A house floor plan showing the proposed home-based business area may be required after staff review.

Will your business be staffed by any individuals other than a resident of the home? Yes ☐ No ☐

Do you propose any signage to indicate your business? Yes ☐ No ☐
A home-based business is permitted to have one non-illuminated sign to a maximum of 0.3 m2 in area (Section 4.23 (d) of the Zoning Regulation)

Do you have dedicated parking onsite for customer use (applicable only to business serving customers on-site) **in addition to parking spaces required for your principal dwelling? Yes ☐ No ☐**
Please note: Home-based businesses that serve customers on-site shall have at least one off-street parking space available for customer use (Section 4.25(h) of the Zoning Regulation).

BUSINESS OWNER'S (APPLICANT) INFORMATION

Legal Surname (Please Print): **Legal First Name (Please Print):**

Tsawwassen First Nation Member? **Yes ☐** **No ☐**

I hereby apply to Tsawwassen First Nation ("TFN") for the issuance of a business license under the provisions of the Business Licence Regulation. By signature here on, I declare that all information provided in the support of this application is true and correct. I fully understand that acceptance of a fee and/or the issuance of a business license by TFN is done solely to satisfy the requirements of the Business Licence Regulation and does not convey or imply assurance by TFN or its employees that this business conforms to the Business Licence Regulation or any other enactment. I understand this is an application only and does not constitute the issuance of a business license.

Signature: **Date:**

Note: This document does not replace or supersede any *TFN Laws* or *TFN Regulation* requirements. Updated Oct 2026

EMAIL THE COMPLETED APPLICATION TO licenses@tsawwassenfirstnation.com

Upon receipt of your completed application a unique account for your business will be set up. You will then receive an email containing a link to our secure payment portal for the payment of your business licence fee**. The payment portal accepts credit card payments only.**

Alternatively, you may print the completed application and mail it to the following address: Tsawwassen First Nation Lands Department, 1926 Tsawwassen Drive Tsawwassen BC V4M 4G2. Please include your cheque along with the printed application form when mailing it to the address provided above.

The personal information on this form is collected under section 15 of the Freedom of Information and Protection of Privacy Act. The information will be used to process business license applications and to inform development and zoning planning activities of Tsawwassen First Nation government. If you have any questions about the collection or use of this information, please contact the CAO's office at 604-943-2112.

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