

Business Licence Factsheet for Secondary Suites

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 Secondary Suites 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

Secondary Suite – means a self-contained dwelling unit that is part of a single detached dwelling containing not more than two dwelling units (including the secondary suite) and any common spaces such as common storage, common service rooms, common laundry facilities or common areas used for egress, where both dwelling units constitute a single real estate entity.

GENERAL PROVISIONS

- (1) No person shall carry on a *business* for which a *licence* is required by this *Bylaw* within the *City* without holding a valid and subsisting *business licence* or *Inter-Community Business Licence* for that *business*.
- (2) Every person who carries on a *business* from more than one *premises* in the *City* shall obtain a separate *business licence* for each *premises*, whether or not the *premises* are located in the same building.
- (3) Every person who holds a *business licence* shall renew that *business licence* annually for so long as that person carries on a *business* within the *City* limits. The *business licence* period shall be one (1) year to commence on the 1st day of January and to terminate on the 31st day of December in each and every year. If a *business licence* is issued after the 1st day of January, such licence will be valid for the remaining portion of the calendar year from issuance of such licence to the 31st of December of the same year.

REGULATIONS

Building Code: The Secondary Suite must meet BC Building Code requirements for Secondary Suites.

Business Licence: The owner of the Secondary Suite must hold a valid business licence from the City.

Gross Floor Area: The maximum floor area of a Secondary Suite must not exceed the lesser of 90 m² or 40% of the habitable floor area of the principle building.

Location/Zoning: Secondary Suites are only permitted within a single-detached dwelling. A Secondary Suite is not permitted on a parcel that contains a detached suite.

Owner: The principal building on the parcel containing the Secondary Suite must be occupied by the owner of the principal building.

Parking and Loading: One (1) off-street parking space must be provided on the parcel for the Secondary Suite.

Requirements: No more than one (1) Secondary Suite is permitted on a parcel.

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
Secondary Suite Business Licence	\$75.00
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	