



This document is to be used as a guideline only. Bylaws change from time to time as does Provincial Legislation. Please ensure that you have up-to-date information at the time of submitting your application.

DOES MY HOME BASED DAYCARE REQUIRE A BUSINESS LICENCE?

Yes, anyone providing child care services for profit or gain is required to obtain a municipal Business Licence.

HOME BASED DAYCARE:

- Daycares must be operated by a resident of the property.
- If you live in a building governed by a Strata Corporation, please ensure you are permitted to have Home Based Businesses such as Daycares.
- Daycares are not permitted on the lower floor of a home located in the floodplain. (For more information please contact our Planning Department at 604-467-7341)
- Fraser Health Authority approval is required if the number of children in care is 3 or more.
- The Daycare can accommodate up to 8 children, dependent on the approved Fraser Health Authority program. (As per the *Child Care Licensing Regulations* this number includes applicant's own children under the age of 12 years old.)
- Inspections are required by the Municipal Electrical Inspector, the Fire Department and a Bylaw Compliance Officer. These will be arranged once a Business Licence Application is received by the City.

HOME BASED NEIGHBOURHOOD DAYCARE:

(As found within the *General Regulations of the City of Maple Ridge Zoning Bylaw*)

- Maximum of 15 children.
- Shall be limited to one per lot.
- Shall be contained within the same building as the One Family Residential Use and is not permitted in a Two-Family Residential unit.
- Shall not be permitted where there is a Boarding Use, Temporary Residential Use, Secondary Suite or Home Occupation Use on the lot.
- Shall be permitted on the condition that the daycare use is owned and operated by the registered owner of the lot and that the registered owner resides in the dwelling unit on the property.
- Will require proof of notification to the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer.
- Shall not be permitted unless permitted by the provisions of section 601(A) of the Zoning Bylaw (pertaining to the CD-1-93 Zone).



- Any required outdoor recreation space shall be provided within a rear yard that is enclosed by a fence.
- The facility shall not be located less than 200 meters from another licensed Neighborhood Daycare, measured from the nearest property line, along the same street. This does not include licensed family daycares; and
- If the facility accommodates 10 or more persons at any one time, including all children and caregivers, the facility shall comply with the standards and requirements for Assembly use as provided in the British Columbia Building Code.
- The Off Street Parking Bylaw Requires 1 space per 2 non-resident employees, plus 1 space for each 10 children enrolled.
- If the facility accommodates 10 or more persons at any one time, including all children and caregivers, the facility shall comply with the standards and requirements for Assembly use as provided in the British Columbia Building Code.
- Inspections are required by Municipal Inspectors, Fire Department, Bylaw Compliance Officer and Fraser Health Child Care Licensing Officer.

APPROVAL PROCESS:

Fraser Health:

A person who provides care for 3 or more persons who are not related by blood or marriage must contact the Fraser Health Authority. They are located at 22470 Dewdney Trunk Rd Unit 400 (604-476-7000). A Child Care Licensing Application needs to be made to Fraser Health at the same time as the Business Licence Application is made to the City. Fraser Health's approval of the Child Care Licence forms part of the approval of the Business Licence.

Licences & Bylaw Department:

A City of Maple Ridge Business Licence Application is required to be completed and submitted to the Bylaw, Licensing & Community Safety Department located at 11960 Haney Place, Maple Ridge (Randy Herman Safety Building) along with payment of \$110.00. Applications can be found on our website at www.mapleridge.ca, click on 'Tools for Business' followed by 'Business Licensing', 'Applications & forms'. (www.mapleridge.ca/200/Applications-Forms)

INSPECTION PROCESS:

Home Based Daycares are subject to the following inspections and approvals **PRIOR** to being issued a Business Licence:

Zoning Approval:

This approval ensures that the type of business is in compliance with the zoning of the Property. To ensure that your type of business is permitted in the chosen location, contact the Planning Department at 604-467-7341.

Bylaw Compliance Officer Approval:



All Home Based Daycare Applications are required to have an inspection by a Bylaw Compliance Officer. This will be schedule once the Application is received.

Fire Approval:

Floor plans need to be stamped by Fraser Health and a copy provided to the City prior to scheduling a Fire Department inspection. The Fire Department can be reached at 604-463-5880 to discuss the requirements necessary for their approval.

Health Approval:

It is the Applicant's responsibility to achieve compliance with the *Child Care Licensing Regulations*. Fraser Health can be contacted via 604-476-7000.

Electrical Approval:

For Homebased Daycare and Neighborhood Daycare, you will be required to have an inspection by an Electrical Inspector. This inspection will be scheduled as part of your Business Licence Application process.

Building Approval:

For Neighborhood Daycares only, you will be required to have an inspection by a Building Inspector. This inspection will be scheduled as part of your Business Licence Application process. Permits may be required to alter the home to meet BC Building Code Regulations.

CONTACT INFORMATION:

Bylaw, Licensing & Community Safety Department - 604-467-7440

for inquiries relating to your Business Licence Application.

Planning Department - 604-467-7341

for inquiries relating to Municipal zoning.

Building Department - 604-467-7311

to discuss if any changes to the premises are needed due to building or electrical code requirements.

Maple Ridge Fire Department - 604-463-5880

to discuss Fire Department requirements and to book Fire Safety Inspections.

Fraser Health - 604-476-7000

to speak with a Child Care Licensing Officer.

ISSUING A BUSINESS LICENCE:

Business Licence approval is based on the timeline of compliance; each application has a varying timeframe.

Once Municipal Inspections are complete, the City will notify both Fraser Health and yourself of the Municipal Approval. It is only once the City receives confirmation that Fraser Health has issued your Child Care Licence that the Business Licence will be issued.