



Maple Ridge Business Licence Application Process

This guide is to assist you when applying for a business licence

Who requires a business licence?

Any business operating within the City of Maple Ridge requires a business licence.

What type of business licence do I need?

The City issues three (3) different types of licences. They are:

- **Home based** business licence – For Maple Ridge residents who operate a business accessory to their home.
- **Commercial** business licence – For anyone operating a commercial business (e.g. store front, warehouse, manufacturing).
- **Non-resident** business licence – For anyone who has a business location outside of Maple Ridge but does business in Maple Ridge on a temporary basis (e.g. landscaper, contractor).

The City of Maple Ridge is part of the Fraser Valley Inter-municipal licence program. To confirm eligibility please contact the Bylaw, Licensing & Community Safety Department at 604-467-7440.

How do I apply for a business licence?

Business Licence application forms are available by mail, online at www.mapleridge.ca or at the Bylaw, Licensing & Community Safety Department front counter. Applicants are required to complete the application in full and submit it along with payment. We accept cash, cheque, VISA, MasterCard, American Express and Debit cards.

What happens after I submit my application?

If you've applied for a Non-resident business licence, no approvals are required. However certified contractors must provide a copy of a valid trade licence.

Home based and Commercial businesses are subject to the following inspections and approvals **PRIOR** to being issued:

Zoning Approval: This approval ensures that the type of business is in compliance with the zoning of the Property. Depending on the zoning of the proposed location, your business may or may not be permitted. To ensure that your type of business is permitted in the chosen location, contact the Planning Department at 604-467-7341.

** Please note: The City strongly advises that you DO NOT enter into a lease or sales agreement until you have confirmed the zoning of the proposed location. Zoning Approval ensures that the type of business is in compliance with the zoning of the subject property.

Bylaw Compliance Officer Approval: Home based licence applicants are subject to an inspection by a Bylaw Compliance Officer and in the case of a home based daycare, additional inspections by the Fire Department and Fraser Health.

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Building, Electrical, Plumbing and Gas Approval: Many commercial/Industrial businesses will be required to have an inspection by a Building Inspector, an Electrical Inspector and a Plumbing/Gas Inspector if required. Licences & Bylaws staff will contact you to set up these initial inspections, if they are required. Please note we are unable to book a specific inspection time and you must be present during these inspections. If remedial work is required you must call the Permit Department at 604-467-7311 to schedule follow up inspections.

Fire Approval: The Fire Prevention Assistant Chief requires you to contact them directly to set up a Business Licence inspection. The Fire Department can be reached at 604-463-5880.

Health Approval: Inspections are required when preparing/selling food and tobacco products. In addition, the following establishments also require inspection: beer & wine stores, care homes, daycares, group homes and beauty services. It is your responsibility to contact the Fraser Health Unit at 604-476-7000 to discuss the requirements necessary for approval.

Taking over a business or moving locations?

Business Licences are non-transferable from location to location or from owner to owner. If you move, you must reapply for a licence at the new location and pay the associated costs. If you sell your business the existing licence becomes void. It is the responsibility of the previous owner to close their Business Licence record with the City of Maple Ridge by completing a Business Closure Form and it is the responsibility of the new owner to apply for a new business licence.

Issuing a licence

A **Home Based** licence - Once all inspections are complete and each Inspector has given their approval, your licence will be issued and mailed to you. Issuance can take up to 14 business days or longer depending on the circumstances.

A **Commercial** licence - Once all inspections are complete and each Inspector has given their approval, your licence will be issued and mailed to you. Issuance can take up to 30 business days or more depending on the circumstances.

A **Non-resident** licence – No approvals are required*. Issuance can take up to 2 business days, after we receive the completed application. *Certified Contractors must provide a copy of a valid trade licence.

Looking for information on Business Planning or Expansion Opportunities?

The City's Economic Development Department assists current business owners and those interested in operating within the City of Maple Ridge with information and assistance on business planning, expansion opportunities as well as connecting with business and industry groups to develop strategic alliances and new economic opportunities. For more information call the City's Economic Development Department at 604-467-7320.