

## **Business Licence Application Form**

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☐ COMMERCIAL/INDUSTRIAL		☐ HOME BASED			☐ Non Resident					
☐ INTER-MUNICIPAL LICENCE (\$250)		☐ CHANGE OF BUSINESS NAME			☐ CHANGE OF LOCATION (\$50)					
☐ CHANGE OF OWNER (\$50 COMMERCIAL)										
SECTION A BUSINESS INFORMATION	NOTE: BUSINESS IN						S LICENCE APPLICAN		DOCUMENT	
BUSINESS NAME										
TYPE OF BUSINESS WHAT SERVICE(S) ARE YOU PROVIDING?										
PROPOSED START DATE OF BUSINESS										
BUSINESS OWNER NAME	LAST						FIRST	FIRST		
BUSINESS LOCATION ADDRESS							CITY	POSTAL (	ODE	
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)							CITY	POSTAL (	ODE	
CONTACT INFORMATION (PHONE NUMBERS ARE RELEASED IN A PUBLIC DOCUMENT	CELL					WOF	RK	<b>1</b>		
WEBSITE					EMAIL					
NUMBER OF EMPLOYEES INCLUDING BUSINESS OWNER(S) **HOM					SED AND COMM	FRCIA	L BUSINESSES: WOULD	YOU LIKE YOU	R BUSINESS	
FULL TIME					ICLUDED IN OUR BUSINESS LICENCE DIRECTORY?					
CONTRACTORS: PLEASE PRO	OVIDE APPLICAPLE TE	RADE ACCRE	DITATION	N/LIC	ENCE NUMBER:					
ELECTRICAL LEL#	.ECTRICAL LEL# GAS LGA#				# SECURITY B					
				TQ HOLDER NAME						
SECTION B  THIS SECTION MUST BE COMPLETED FOR ANY TYPE OF HOME BASED BUSINESS  HOME BASED BUSINESS  NOTE: A HOME INSPECTION IS REQUIRED PRIOR TO ISSUANCE OF LICENCE TO ENSURE COMPLIANCE WITH ACCESSORY HOME OCCUPATION USE.										
					HOW MUCH FLOOR SPACE WILL BE USED FOR THE BUSINESS:					
SQ FT ORM2			SQ FT ORM2							
WILL YOU HAVE ANY GOODS OR EQUIPMENT STORED ON THE PREMISES? YES NO				WILL YOU HAVE A VEHICLE(S) OVER 5500 KGS STORED ON THE PREMISES?						
IF YES, PLEASE DESCRIBE THE ITEMS:				IF YES, PLEASE DESCRIBE:						
			WILL YOU HAVE CLIENTS ON-SITE? ☐ YES ☐ NO							
WILL YOU BE MAKING ANY CHANGES/RENOVATIONS TO THE HOME TO ACCOMMODATE THE BUSINESS? ☐ YES ☐ NO				WILL YOU BE HOLDING GROUP SESSIONS AND/OR CLASSES?						
IF YES, PLEASE DESCRIBE: (PLEASE NOTE PERMITS MAY BE REQUIRED)				□ YES □ NO						
,				IF YES, PLEASE LIST THE TYPE:						
				IF YOU ARE APPLYNG FOR A DAYCARE LICENCE, HOW MANY CHILDREN WILL						
				BE IN YOUR CARE:						

Tel: 604-467-7440

Fax: 604-467-7445

Application submission: buslic@mapleridge.ca

City of Maple Ridge 11995 Haney Place, Maple Ridge, BC V2X 6A9 **Email enquiries:** buslic@mapleridge.ca Updated Jan 2023

Web Site: www.mapleridge.ca



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ADDITIONAL INFORMATION  NG FROM A COMMERCIAL OR INDUSTRIAL UNIT IN MAPLE RIDGE								
IF YES, PLEASE DESCRIBE: (PLEASE NOTE PERMITS MAY BE REQUIRED)								
WILL YOU BE HOLDING ANY CLASSES? ☐ YES ☐ NO								
IF YES, PLEASE LIST THE TYPE:								
MAXIMUM NUMBER OF PARTICIPANTS PER CLASS								
WILL YOU BE INSTALLING AND/OR CHANGING ANY SIGNAGE?								
(PLEASE NOTE PERMITS MAY BE REQUIRED) ☐ YES ☐ NO								
OBTAIN APPROVAL  WHO CAN WE CALL IN CASE OF AN EMERGENCY AT YOUR BUSINESS (FIRE AND/OR RCMP)  ***PLEASE NOTE – THE PERSON LISTED BELOW MUST BE ABLE TO RESPOND WITHIN 30 MINUTES OF BEING CONTACTED***								
PHONE :								
I/we the undersigned make application for a business licence in accordance with the information given and declare the statements are true and correct. I/we understand that a business cannot operate without first obtaining a valid business licence and payment of the application fee does not guarantee the issuance of a licence. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in bylaws now inforce or which may hereafter come into force in the City of Maple Ridge.								
SIGNATURE:								
DATE:								
Critic								

Business Licences are public records that are available for inspection upon request at the City of Maple Ridge. The City may also use business licence information, including those of home-based businesses for publication on the City's website. All information gathered for business licensing purposes is managed in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

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