



Business Licence Application – Home Occupation

**Minimum Payment of \$110.00
Required at Time of Application
Incomplete Applications Will Not Be Processed**

BUSINESS NAME	
IS THIS A CHANGE OF: (PLEASE TICK ONE, IF APPLICABLE)	CHANGE OF ADDRESS (\$50.00) _____ BUSINESS NAME _____ OWNER _____ BUSINESS USE _____
TYPE OF BUSINESS (PLEASE BE SPECIFIC)	
BUSINESS ADDRESS	
BUSINESS OWNER(S) NAME	
WEBSITE ADDRESS	
EMAIL ADDRESS	
BUSINESS TEL # (PLEASE NOTE THIS NUMBER WILL BE RELEASED IN A PUBLIC DOCUMENT)	
BUSINESS CELL #	
BUSINESS FAX #	
MAILING ADDRESS (IF DIFFERENT FROM BUSINESS ADDRESS)	
PROPOSED START DATE OF BUSINESS	
# FULL TIME EMPLOYEES (INCLUDING OWNERS)	
# PART TIME EMPLOYEES	
TOTAL GROSS AREA OF THE HOME	M ² _____
AMOUNT OF FLOOR SPACE TO BE USED	M ² _____
PLEASE DESCRIBE GOODS, VEHICLES OR EQUIPMENT STORED ON THE PREMISES	
IS STOCK SOLD TO THE GENERAL PUBLIC?	
APPENDICES (TO BE COMPLETED IF YOUR BUSINESS FALLS UNDER ANY OF THESE CATEGORIES)	
A. ADULT E. RENTAL UNITS/RENTAL SERVICES G. REAL ESTATE I. SPORTS & RECREATION	B. AUTOMOTIVE D. FOOD & BEVERAGE F. PERSONAL SERVICES H. SECOND HAND DEALERS J. TEMPORARY VENDOR
**IF YOU ARE ANY OF THE FOLLOWING, PLEASE PROVIDE US WITH A COPY OF YOUR TRADE ACCREDITATION AND COPY OF YOUR PICTURE ID:	
<ul style="list-style-type: none"> - ELECTRICAL - GAS - FIRE 	<ul style="list-style-type: none"> - PLUMBING - SECURITY/ALARMS - MECHANICAL

/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 undertake, if granted the licence applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the District of Maple Ridge.

This Form Completed By _____ Date _____

Signed _____ Position _____

Business Licences are public records that are available for inspection upon request at the District of Maple Ridge. The District may also use business licence information, including those of home-based businesses for publication on the District'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.

HOME OCCUPATION USE

Where permitted, a Home Occupation use:

- (a) shall be clearly an accessory use to the use of a dwelling unit or to the residential use of the lot occupied by a dwelling;
- (b) shall be entirely enclosed within:
 - (i) the dwelling unit; or
 - (ii) a building in RS-2, RS-3 or A zones only;
- (c) shall not occupy more than:
 - (i) 20% of the gross floor area of the dwelling unit up to 50m² in total; or
 - (ii) 20% of the gross floor area of the building or buildings up to 50m² in total in all buildings in RS-2, RS-3 or A zones only;
- (d) shall be conducted by residents of the dwelling unit, except that only one person who is not a resident may be employed on the lot;
- (e) shall not involve the unenclosed storage or display of raw materials, components, or stock-in-trade;
- (f) shall not involve internal or external structural alteration to the principal building, and there shall be no exterior indication that the building is used for a purpose other than a residential use except for one sign in accordance with the current Maple Ridge Sign Bylaw (1 sq ft);
- (g) shall not involve more than one vehicle used in connection with the home occupation and no such vehicle shall be in excess of 3630 kg gross vehicle weight;
- (h) shall not involve:
 - (i) occupations that discharge or emit odorous, noxious or toxic matter or vapours, heat, glare, noise or radiation, or recurrently generated ground vibrations;
 - (ii) occupations that result in traffic congestion, on-street parking, electrical interference, fire hazard or health hazards;
 - (iii) the use of mechanical or electrical equipment except as is ordinarily employed in purely domestic and household use or recreational hobbies or office uses;
 - (iv) the salvage, repair, maintenance or sales of motor vehicles or motor vehicle engines or parts;
 - (v) beauty parlour, barber shop, massage parlour and animal grooming service in other than the RS-2, RS-3, A-1, A-2 and A-3 zones;
 - (vi) tutoring or lessons for more than two classes per day to a maximum of six students per day;
 - (vii) orchestra and band training;
 - (viii) office uses that generate regular visits by clients;
 - (ix) public assembly use;
 - (x) telephone or mail order sales of goods where customers enter the premises to inspect, purchase or take possession of goods;
 - (xi) a family daycare use in the RM2, RM3, RM5 and C and CS zones; **and** (xii) sale of goods or products.
- (i) shall comply with the off-street parking requirements of "Maple Ridge Off Street Parking and Loading Bylaw No. 4350-1990" as amended.

******* Office Use Only *******

ZONING APPROVAL		
DATE:	ZONE:	APPROVED Y/N:
IF NO, GIVE REASON		
APPROVED BY		
BUSINESS LICENCE/BYLAW ENFORCEMENT OFFICER		
DATE:	APPROVED Y/N:	APPROVED BY
IF NO, GIVE REASON		
TYPE OF PAYMENT		
CREDIT CARD _____	CASH _____	CHQ _____
ISSUANCE		
AMANDA FOLDER # _____	ISSUED BY: _____	
ISSUED DATE: _____	DATE MAILED: _____	