

The Accessory Home Occupation Uses within the City of Maple Ridge Zoning Bylaw may permit you to have a homebased salon/spa offering **PERSONAL SERVICES***.

There are limitations to the area of a home allowed for business use, plus the number of clients and staff permitted on-site. If you have questions regarding the appropriate use of a residential property as a proposed salon/spa, please make enquiries with the Planning Department.

Once you have confirmation from the Planning Department that the use of the property meets your needs, you should next consult the Building Department and Licences & Bylaws staff to determine permit requirements to convert the space.

While making preliminary enquiries with the City it is also recommended that you have discussions with a Fraser Health Environmental Health Officer. Please gain an understanding of the Health Authority's requirements for a Personal Service Establishment.

A residential property is not constructed to the same regulations as a commercial building. Depending on the scope of the Personal Services business, BC Building Code upgrades may need to be met.

It may be advisable to have preliminary inspections to assess any proposed changes to a residential property. These inspections can be arranged as part of a Business Licence Application with the Licences & Bylaws Department.

Business Licence Application overview:

- Assess the Zoning of a property and the suitability of a homebased business with the Planning Department.
- Discuss the potential changes to the building with the Building Department
- Work with Fraser Health to ensure you meet the public health legislation and guidelines required for their Application
- Submit a Business Licence Application to the Licences & Bylaws Department including:
 - Current and proposed floorplan
 - List of services to be offered and equipment used
 - Supporting certification/accreditation for services offered.
- Referrals will be made to the Building & Fire Department and feedback given on possible permit/inspection requirements.
- It may be advisable to have preliminary inspections to assess the proposed changes prior to any construction/alterations taking place. These can be arranged via Licences & Bylaws staff as part of your Business Licence Application.
- If a Building Permit is required, it is recommended that Fraser Health have approved your floor plan prior to submitting the Building Permit application to the City. Permits are reviewed for compliance with BC Building Code prior to being issued. City staff will conduct inspections as part of the Permit process.
- If Permits are not required Licences & Bylaws staff will provide guidance on booking the appropriate inspections.
- If applicable, once Permits are complete the Fire Department attend for inspection.
- Once all other inspections are approved a property inspection will be completed by a Bylaw Compliance Officer.
- Fraser Health will undertake an on-site inspection and confirm their approval to the City.
- A Business Licence is issued once all inspections and requirements are complied with.

GENERAL REGULATIONS - PERSONAL SERVICES*			
Property Type	TYPE 1 (Apt & Townhouse)	TYPE 2 (LOT SIZE UNDER 1, 200 m ²)	TYPE 3 (LOT SIZE OVER 1, 200 m ²)
Location	Per dwelling unit	Per dwelling unit & accessory building	Per dwelling unit & accessory building
Size (based on gross floor area)	30% up to 50m ² (538 ft ²)	30% up to 50m ² (538 ft ²)	45% up to 100m ² (1,076 ft ²)
Daily Visits (by appointment)	Not Permitted. Mobile Only	10 clients per day	16 clients per day
Number of Non-resident Employees permitted on-site	1 subject to off-street parking bylaw	2 subject to off-street parking bylaw	3 subject to off-street parking bylaw
Signage	Subject to Sign Bylaw	Subject to Sign Bylaw	Subject to Sign Bylaw

* The following services are not permitted:

Body Modification means altering a person's body for non-medical purposes, and includes but is not limited to piercing, tattooing and micro-pigmentation services.

Unaccredited massage is not permitted. Permitted massage includes certification/accreditation received from a licensed or registered organization under the statute of the Province of British Columbia governing such activities, gives medial, therapeutic or cosmetic massage treatment. It also includes certification /accreditation received from a certificate, diploma or degree from a university governed under the University Act; a college governed under the College and Institute Act; or an accredited career training institute governed under the Private Career Training Institutions Act that reflects significant training in the giving of medical, therapeutic or cosmetic massage treatment.

Accessory Home Occupation Regulations can be found in Section 402 of the **Zoning Bylaw**.

The **Sign Bylaw** contains the following information:

HOME OCCUPATION SIGN means a non-illuminated sign attached to the dwelling or accessory structure or adjacent to the lot access which indicates that a home occupation business, as permitted by Maple Ridge Zoning Bylaw, is conducted within the dwelling or accessory structure on the property where the sign is located provided a valid Business Licence for such business has been issued by the City.

Home Occupation signs cannot be larger than 0.55 sq. m. (6 sq. ft.) and are either attached to the dwelling or building where the home occupation business is operated from or at the property line adjacent to the driveway access to the dwelling or building in which the business is located. This sign must be located entirely on the lot to which it pertains. A second sign no larger than 0.18 sq. m. (2 sq. ft.) may be installed on the building where the business is located should a sign be installed by the road way.

Municipal Bylaws can be located at mapleridge.ca/304

Planning Department – 604 467 7431 or planning@mapleridge.ca

Building Department – 604 467 7311 or buildingenquiries@mapleridge.ca

Licences & Bylaws Department – 604 467 7440 or buslic@mapleridge.ca

Fraser Health – 604 476 7000 – Please contact an Environmental Health Officer. Fraser Health are located at 400-22470 Dewdney Trunk Rd.