



Business licences are not transferable. Any person who acquires a business or a controlling interest in any business from any person licensed under the Business Licencing and Regulation Bylaw shall make application for a new business licence. It is the responsibility of the previous owner to close his / her account with the City of Maple Ridge by completing a Business Closure Form.

**Today's Date:**

**Business Name:**

**Business Owners Name:**

**Business Licence # (if known):**

**Date of Closure:**

**Business Address:**

**Business Phone #:**

By signing this document, I give the Bylaw, Licensing & Community Safety Department authority to review my account. Should there be an outstanding balance, that balance will be discussed with the undersigned prior to inactivating the above-noted business.

**Business Owner Signature:**

**Date Signed:**

Business licences are public records that are available for inspection upon request at the Municipal Hall. The municipality may also use business licence information, including those of home-based businesses for publication on the municipal website. All information gathered for business licensing purposes is managed in accordance with the provisions of the Freedom of Information (FOI) and Protection of Privacy Act. If you have any questions or for more information about this, please contact the City's Clerk's Department at 604-463-5221 and ask to speak to the FOI Head, or send an email to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)