

# City of Maple Ridge

Fact Sheet | Business License

## Getting a Business License

Getting a business licence is a simple process that is required of all businesses operating in Maple Ridge. The coordinator for Licences and Permits located in the Economic Development Department will help you work through the process of getting permits and your business licence.



### Five things we'll ask when you apply for a business licence

#### 1. The legal address where you want to operate

Before you sign a lease or purchase a property, check with City Hall to ensure your property meets the zoning and building bylaw requirements for your business.

#### 2. The nature of your business

This helps us understand how your business fits into the neighbourhood and building where you plan to operate.

The BC Building Code's Use Classification system determines the requirements that apply for each intended use of a building. This is especially important if you're planning a "change of use" such as converting a retail space into a restaurant. Please check with our Permits Department to determine the Building Code requirements that apply to your specific business.

#### 3. Are you planning any renovations or tenant improvements?

Some examples of when permits are required include the removal, installation or relocation of interior walls, windows or doors, or changes to the electrical, plumbing, heating, ventilation and air conditioning system or sprinkler system. Older buildings may also require modifications to bring them up to current Provincial Building Code and fire requirements. Signage may also require a permit.

Please note that all contractors working in Maple Ridge must have a valid business licence to operate within the City. This is required to apply for building, gas, electric, plumbing, sprinkler and sign permits.

#### 4. Do you require Fraser Health approval

Food services, daycares and personal services business are just some of the types of businesses that require Fraser Health approval prior to issuance of a business licence from the City. Please contact Fraser Health to discuss their requirements.

#### 5. Do you have all required federal and provincial approvals?

Some businesses require approval from a Provincial or Federal regulatory body in order to receive a business licence. Regulated businesses include liquor establishments, pharmacies, motor vehicle dealers, massage therapists and certified trades.

## Types of Business Licences

### 1. Home-based Business Licence

For Maple Ridge residents who operate a business from their home. In most cases, your licence will be mailed to you within 14 business days of completed inspections and approvals.

### 2. Commercial Business Licence

For anyone operating a commercial business such as a retail store, warehouse, or manufacturing facility. Your licence will be mailed to you once all inspections and conditions are met.

### 3. Non-Resident Business Licence

For anyone with a business located outside of Maple Ridge and conducts business in Maple Ridge on a temporary basis (e.g. a contractor). Business licences are usually issued within two days; no inspections are required but Certified Contractors must provide a copy of valid trade accreditation.

### 4. Inter-municipal Business Licence

A business licence endorsement that allows Maple Ridge-based construction-related businesses to work in 11 different Fraser Valley communities.



## What happens after I submit my application?

City staff will review your business licence application and contact you at each step in the process. ***We strongly recommend that you make lease and sales agreements conditional on receiving all municipal approvals.***

### 1. Zoning Approval

Ensures that the type of business you're proposing is allowed to operate at a specific location.

### 2. Business Licence Inspections

Commercial and home-based businesses are inspected by the City; home-based daycares are also inspected by Fraser Health and the Fire Department.

### 3. Building, Electrical, Plumbing and Gas Approval

You must meet Provincial Building Code requirements if you're planning any renovations to the structure, changes to the intended use of the building, or changes to the electrical, plumbing, heating, ventilation and air conditioning systems.

### 4. Fire Approval

Contact the Fire Department at 604.463.5880 to arrange a Business Licence Inspection.

### 5. Fraser Health Approval

Required for businesses that are preparing and/or selling food or tobacco products; beer and wine stores; care homes; daycares; group homes; and beauty services. Contact Fraser Health at 604.467.7400 for more information.