

### Who Requires a Business Licence?

Any person who owns, maintains or operates a Business in the City of Maple Ridge.

### What Type Of Business Licence Do I Need?

The City issues three (3) types of licence:

**Non-resident** business licence – A business which is not located in Maple Ridge but provides services within Maple Ridge. (e.g. contractors, mobile health services, mobile food vendors)

**Home based** business licence – A business which is operated from a residence in Maple Ridge and operates as an accessory use to the home. (e.g. mobile contractors, bookkeeping, personal services)

**Commercial** business licence – A business using a commercial/industrial location to operate a business. (e.g. store front, warehouse, manufacturing)

### How Do I Apply For a Business Licence?

Complete the [Business Licence Application Form](#) and submit by one of the following options:

- in person at Bylaw, Licensing & Community Safety Department front counter
- by email to [buslic@mapleridge.ca](mailto:buslic@mapleridge.ca)
- by mail to City of Maple Ridge 11900 Haney Place, Maple Ridge BC V2X 6A9

Payment is required at the time of application submission.

### What Happens After I Submit My Application?

The steps below are a high level overview of the business licence application process.

- **Zoning Approval:** If applicable, the Zoning Bylaw will be reviewed to ensure the business activity is compliant with [Zoning Bylaw No. 7600-2019](#).
- **Documentation Review:** Any applicable supporting documentation will be assessed. (Certified Contractor Trade Accreditation, Mobile Food Vendor approvals, Professional Accreditation, Criminal Record Check)
- **Building, Electrical, Plumbing and Gas Approval:** A business may require Municipal inspections by a Building, Electrical, and/or Plumbing/Gas Inspector.
  - If required, staff will contact you to set up these inspections.
- **Fire Approval:** A business may require an inspection by the Fire Department.
  - If required, staff will contact you to set up an inspection.

- **Health Approval:** A business may require inspections from the local Health Authority.

It is the Applicant's responsibility to contact the local Health Authority to discuss the requirements necessary for approval.

- **Bylaw Compliance Officer Approval:** All home based businesses within the City of Maple Ridge undergo a non-invasive home inspection to ensure that the property is compliant for the business use.

If required, a Bylaw Compliance Officer will contact you to schedule an appointment to view the area of the home being used for the business and will review [Section 402.14 Home Occupation](#) regulations of the Zoning Bylaw with you.

If you are applying for a Home Based Daycare please refer to the [Home Based Daycare Business Licence Guide](#)

If you are applying for an in-home salon or spa please refer to the [In Home Salons & Spas Guide](#)

If you are applying for a Commercial /Industrial business please refer to the [Commercial Business Licence Application Process](#)

### When Is The Business Licence Issued?

Each application is unique based on the property and the services offered; therefore, timelines vary by application.

Once all assessments and inspections are completed and approved, a licence will be issued.

### Contact Information

Bylaw, Licensing & Community Safety Department	604 467 7440	<a href="mailto:buslic@mapleridge.ca">buslic@mapleridge.ca</a>
Planning Department	604 467 7341	<a href="mailto:planning@mapleridge.ca">planning@mapleridge.ca</a>
Building Department	604 467 7311	<a href="mailto:buildingenquiries@mapleridge.ca">buildingenquiries@mapleridge.ca</a>
Fire Department	604 463 5880	<a href="mailto:fire@mapleridge.ca">fire@mapleridge.ca</a>
Fraser Health Authority (Maple Ridge)	604 476 7000	-
Economic Development	604 467 7320	<a href="mailto:invest@mapleridge.ca">invest@mapleridge.ca</a>