

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
- by email to 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.

Application Pre-Checks

- Zoning – Confirm with City Planning department staff that your property has the correct Zoning.
- Building – For home-based businesses, it is strongly recommended that you confirm the dwelling unit was constructed and approved with the benefit of Permits.

A basement area or secondary suite must be finished with the benefit of Permits. To verify, please contact City Building Department staff.

If you require copies of any floorplan drawings held on file by the City, please email your request to PropertyInfo@MapleRidge.ca.

- It is recommended that you are aware of the City's [Business Licencing & Regulation Bylaw 6815-2011](#)

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 these Inspections.
- **Health Approval:** A business may require inspections from the local Health Authority.
It is the Applicant's responsibility to contact your 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 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 [Home Based Personal Services Guide](#).

If you are applying for a Commercial /Industrial Business Licence 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, your Licence will be issued.

Contact Information

Bylaw, Licensing & Community Safety Department	604 467 7440	BusLic@MapleRidge.ca
Planning Department	604 467 7341	Planning@MapleRidge.ca
Building Department	604 467 7311	BuildingEnquiries@MapleRidge.ca
Fire Department	604 463 5880	Fire@MapleRidge.ca
Fraser Health Authority	604 476 7000	hpmapleridge@fraserhealth.ca
Economic Development	604 467 7320	Invest@MapleRidge.ca