

The following guide is applicable to new applications, change of owner applications and change of location applications.

APPLICATION PRE-CHECKS

Zoning - Confirm the property has the correct zoning for the type of business you intend to operate. Contact Planning Department staff for assistance or review [Zoning Bylaw No. 7600-2019](#).

Building Occupancy/Use - It is recommended that you confirm the Unit/Building is constructed to meet the requirements of the business you plan to operate. The Unit/Building will need to meet BC Building Code for your intended use.

- If you wish to inquire if there are any open permits on the Unit/Building or if you need advice on permits you may require, please contact Building Department staff. Find more information about building permit application submissions on our website at [Building Permit information](#)

Fraser Health – Fraser Health inspection, if applicable (Daycares, Personal Service, Food Premises) is required **in addition** to city approvals, to ensure public health legislation and guidelines are met. Contact Fraser Health Authority directly to discuss **their** requirements. Once Fraser Health has given their final approvals, if applicable, they will notify City Licensing staff. This is required prior to the issuance of the Business Licence.

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

Other Agencies – if your Business is regulated by a Provincial and/or Federal Agency, please connect with them directly to discuss their regulations and requirements (eg. LCRB, BCLC, VSABC). Their Approval may also be required prior to the issuance of the Business Licence.

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

Please ensure you fully understand these requirements before you enter into a sales or lease agreement.

APPLICATION

- Submit a City of Maple Ridge [Business Licence Application Form](#) along with any relevant supporting documentation and the minimum Business Licence payment of \$110. Application forms can be submitted to BusLic@MapleRidge.ca
- The application will be reviewed to determine what, if any, inspections are required
- If you are renovating or making changes to the Unit/Building and are already aware that you will need permits you will be directed to contact the Building Department
- If you are not making any changes that require permits, Business Licence Inspections will be scheduled. You will be notified of the date in advance
- Each application has different requirements and therefore the application process has varying timeframes

PERMITS

- **Why do I need a Permit?** Permits are required to ensure work is completed in compliance with Municipal Bylaws along with Provincial and Federal Codes that establish minimum acceptable standards for life and health safety
- If inspections determine that Permits are required to resolve deficiencies, you need to work with contractors and apply for the applicable permit(s) (**Building, Electrical, Plumbing, Sprinkler**)
- Contractors undertaking work within the City of Maple Ridge are required to hold a valid Maple Ridge Business Licence

WHEN WILL MY BUSINESS LICENCE BE ISSUED?

Once Business Licensing staff have received all applicable approvals, a business licence can be issued.

CITY INSPECTIONS

The following is information on some of the requirements City Inspectors will be looking for during their inspection. Please keep in mind this is not an exhaustive list and inspections are not limited to the items mentioned.

BUILDING INSPECTION**Occupant Load:**

- Check for compliance with posted maximum occupant loads

Life Safety Systems:

- Confirm presence and operation of smoke alarms, emergency lighting, exit signs, and (if applicable) sprinkler systems

Egress and Exits:

- Ensure all exits are accessible, unobstructed and clearly marked
- Emergency lighting and exit signage throughout the unit and in washrooms
- Exit signage which may include additional signage within the floor area of the unit to ensure the exit locations are easy to find
- Clear paths of travel to all exits from the building. Locked bars are not permitted on doors.
- Thumb latches are required on exit doors (as dead bolts are not permitted)

Structural Safety:

- Look for signs of structural damage, unauthorized alterations or unsafe conditions
- Holes in walls and floors that separate your unit from adjacent units are properly repaired (fire stopped) to maintain integrity of fire separation. This includes above and below T-bar ceiling and within cabinets

Accessibility:

- Verify compliance with accessibility requirements
- Handicap accessible washroom must be code compliant with all required clearances (e.g. under sink) and grab bars in place

- Toilet tank lids to be secured.
- Washrooms available to Customers must be readily accessible. Customers are not permitted to travel through food preparation areas to access washrooms.

Stairs/Clearance:

- Hand and guard rails on stairs and elevated areas are to meet BC Building Code.
- Headroom clearances need to be kept clear.

Racking/Shelving:

- Any Racking (over 8ft) requires a Racking Permit. Review our [Racking & Vertical Storage Guide](#)

Machinery & Equipment: Must meet applicable code and standards.

Use of Space: Ensure the space is used in accordance with the approved floor plan and permitted use.

Permits: Permits may be required for the Installation of construction and equipment that would require permits or creates an unsafe situation as defined by the BC Building Code.

Signage: New or change in copy to existing signage requires a [sign permit application](#) prior to the signs being installed.

ELECTRICAL INSPECTION

- Any electrical work to be performed by a Licensed Electrical Contractor with a Business License to operate in the City of Maple Ridge.
- All electrical panels are to have one meter clearance in front at all times and be fully labeled. Required to have clear and safe working space in front of the panel.
- All existing emergency lighting to have its annual inspection up-to-date with visible tags posted. Work to be performed by authorized contractor.
- Receptacles within 1.5 meters of any sink are to be protected by a ground fault circuit interrupter (GFCI).
- Extension cords to be removed, they are for temporary use only.

PLUMBING, SPRINKLER & GAS INSPECTION

- Fixtures properly mounted.
- Venting of all gas fire appliance code complaint.
- Anchorage of gas fired appliances.
- Fixtures installed and vented to be code compliant.
- Backflow devices are installed where required and maintained with current maintenance records and test reports readily available on site.
- Grease traps - for all food handling premises - are required to be installed and maintained with current maintenance records readily available on site.
- All shut off valves for sinks; toilets, etc. are to be exposed.
- Shock arrestors are required on any dishwashers and auto washers.
- Handicap accessible toilet to have bolt down tank lid and open front toilet seat, and
- Additional or relocation of sprinkler heads may be required due to the installation of doors, walls and shelving or racking.

FIRE INSPECTION

Operational Readiness: Business operations must be fully functional at the time of inspection, with all building uses and processes observable.

Egress and Exits: All exit paths must be clear and unobstructed, from within the building to the public way. Exit doors and gates may only be equipped with locks/security measures that comply with BC Building and Fire Code requirements (no pad locks or keys required in order to exit).

Fire Extinguishers: Portable fire extinguishers must be installed in accordance with Fire Code requirements.

Address Visibility: The building address must be clearly visible from the street or access road, with numbers at least 4 inches (100 mm) high.

Commercial Cooking Compliance: Cooking operations, including ventilation and fire suppression systems, must comply with NFPA 96 standards.

Fire Protection Systems: All fire protection equipment must have a current inspection tag (within the past year).

System Capacity: Storage and operations must not exceed the design limits of existing fire protection systems (e.g., alarms, sprinklers).

Note: If there is uncertainty about system adequacy for specific hazards (e.g., combustible storage, hazardous processes), a report from a certified professional may be required.

Hazardous Materials and Processes:

- All materials and processes must be Fire Code compliant.
- No propane cylinders are to be transported through or stored inside the building.
- Propane cylinders must be stored outside in an approved compound (Technical Safety BC).
- Compressed gas cylinders must be secured and safely affixed to walls.
- Flammable/combustible liquids must be stored in approved, closed containers.
- Flammable/combustible liquids must be stored safely in conformance with the BC Fire Code.
- Spray coating operations must comply with Maple Ridge and BC Fire Code requirements.

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 (Maple Ridge)	604 476 7000	hpmpleridge@fraserhealth.ca