

This document is to be used as a guideline only as bylaws change from time to time as does Provincial Legislation. Please ensure that you have up-to-date information at the time of submitting your application.

Does a Home Based Family Daycare Require a Business Licence?

Yes, anyone providing childcare services in accordance with the *Child Care Licensing Regulation* requires a Licence. Family Daycares must not exceed a maximum of 8 children in care.

Application Pre-Checks

- Zoning – Confirm with City Planning Department staff that your property has the correct Zoning to operate a home based family daycare.
- Family daycares must be operated by a resident of the property.
- Family daycares located in the floodplain must be operated above the Flood Construction Level. You may need to consult with a Professional Engineer to determine this information.
- 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

- Contact a Child Care Licensing Officer at Fraser Health to discuss their requirements for a Child Care Licence.
- It is recommended that you are aware of the City's [Business Licencing & Regulation Bylaw 6815-2011](#)

Family Daycare Business Licence Application Process

- Submit a [City of Maple Ridge Business Licence Application](#) along with the minimum Business Licence fee of \$110.
- Applications can be submitted in person or via email to BusLic@MapleRidge.ca
- Submit Fraser Health stamped approved Floor Plans along with the Business Licence application.
- Business Licensing staff will review Floor Plans for property compliance.
- Municipal Inspections will be scheduled by Business Licensing staff.

The following is information on some 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**

Inspectors will check for safety items such as exiting and ensuring all exits are accessible, unobstructed and clearly marked. Locked bars are not permitted on doors. Thumb latches are required on exit doors (dead bolts are not permitted).

- **Electrical Inspection**

Inspectors will check for safety items such as tamper resistant receptacles and GFCI receptacles where necessary, interconnected smoke alarms, and the ability to isolate a kitchen stove. An **Electrical Permit** may be required for safety upgrades.

- **Fire Department Inspection**

Fire Prevention Inspectors will check for safety items such as fire extinguishers, smoke alarm requirements and exiting. A Fire Safety Plan will be required to be provided at the time of the Inspection.

- **Bylaw Compliance Officer Home Inspection**

Bylaw Compliance Officer inspection and approval are required to ensure that the property is in compliance with City Bylaws. Once the Building, Electrical & Fire Department inspections are approved, the Bylaw Compliance Officer will contact you to schedule a date and time for their inspection.

- **Municipal Approval**

Once all municipal approvals have been received, the City will send a Municipal Approval Letter to Childcare Licensing at Fraser Health. You will be notified when this letter is sent.

- **Fraser Health Child Care Licence**

Your Child Care Licence is issued by Fraser Health and a copy is provided to the City.

- **Municipal Business Licence**

Once Business Licensing staff receive a copy of your Fraser Health Child Care Licence, your City of Maple Ridge Business Licence is 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 (Maple Ridge)	604 476 7000	hpmapleridge@fraserhealth.ca