

# TYPE 1 HOME OCCUPATION REGULATIONS

## For Townhouse and Apartment Residents

A Home Occupation, also called a home based business, is the operation of a small scale service, trade, profession, or craft from your home. Regulations are tailored to specific types of residential units and/or lot sizes. For information regarding Type 2, Type 3, and Type 4 home occupation regulations, please refer to applicable handout.

### TYPE 1 PERMITTED USES

Animal Services* (excludes dog daycare, breeding and kennels)
Business Services
Health Services*
Homecraft (retail sales are prohibited)
Office Uses
Off-site, online and mobile-based sales
Personal Services* (excludes dry cleaning)
Professional Services
Tutoring and Lessons

\*These uses can only be conducted off-site or in a mobile format rather than at the service provider's home.



### TYPE 1 GENERAL REGULATIONS:

The home occupation is permitted in up to 30% of the dwelling unit to a maximum of 50 m<sup>2</sup> (538 ft<sup>2</sup>).

On-site client visits by appointment are restricted to tutoring and lessons. A maximum of six clients are permitted per day, or two groups.

One non-resident employee is permitted, provided that a parking space is accommodated on-site.

Home occupation signage is subject to the City's Sign Bylaw regulations.

For complete details on home occupation regulations, please refer to the Maple Ridge Zoning Bylaw, section 402. In the event of a discrepancy, the Zoning Bylaw wording shall take precedence. Strata Councils and landlords (property owners) can opt not to permit home based business or decide to the extent in which a home occupation use can occur where permitted under the City's zoning.

# STEPS TO STARTING A HOME BASED BUSINESS

A home based business is an important part of the City's economy. To ensure the neighbourhood character is maintained and employees are safe, there are steps that need to be taken before getting a business licence and opening your business.

- 1** CONTACT THE CITY. Verify that your home is located in a zone and on a lot that permits the business you are planning to start. Inquire about building permits that may be required if you are renovating your home. Ask about the Business Licencing process. By gathering information that is tailored to your business before submitting a business licence application sets you up for smooth application process.
- 2** CONTACT OTHER AGENCIES. Permits and licences from other Agencies, such as Fraser Health, may be required depending on the type of business you plan to operate. Contact other agencies to confirm their process and what is required to start your business at home.
- 3** SUBMIT BUSINESS LICENCE APPLICATION. For the business licence application form and guide, please visit [www.mapleridge.ca/200](http://www.mapleridge.ca/200).
- 4** SUBMIT BUILDING PERMIT APPLICATION(S) **\*If Applicable\***. For the building permit application forms and guides, please visit [www.mapleridge.ca/1967/Applications-Permits](http://www.mapleridge.ca/1967/Applications-Permits).
- 5** START RENOVATIONS **\*If Applicable\***. If you have applied for building permits to make renovations to your home, do not start the renovations until the Building Department has reviewed your application and approved renovations starting.
- 6** SCHEDULE INSPECTIONS. An inspection by a Bylaw Compliance Officer is part of the Business Licencing process. An inspection must take place prior to being approved for a business licence. If you are also renovating your home and have submitted a building permit application, you must also schedule inspections with a building inspector.
- 7** APPROVALS. Once all your applications have been approved and business licence granted you are able to open your business!

## HAVE QUESTIONS? CONTACT US!

### Planning Department

604-467-7341

[planning@mapleridge.ca](mailto:planning@mapleridge.ca)

### Bylaws & Licensing Department

604-467-7440

[buslic@mapleridge.ca](mailto:buslic@mapleridge.ca)

### Building Department

604-467-7311

[buildingenquiries@mapleridge.ca](mailto:buildingenquiries@mapleridge.ca)

### Fraser Health

604-476-7000

Please contact an Environmental Health Officer