



# Child Care Facility Change Request Form

This form is to be completed for existing Licenced Child Care Facilities that wish to request a change to their capacity or age groups.

TODAY'S DATE

BUSINESS LICENCE

NAME OF APPLICANT

NAME OF FACILITY

ADDRESS OF FACILITY

EMAIL ADDRESS

PHONE NUMBER

EXISTING # OF CHILDREN

EXISTING AGE GROUPS

PROPOSED # OF CHILDREN

\* PROPOSED AGE GROUPS

**\*\* CHANGES IN AGE GROUPS MAY REQUIRE A BUILDING PERMIT. FIRE ALARM REQUIRED FOR CAPACITY OVER 40\*\***

PLEASE DESCRIBE ALL STRUCTURAL CHANGES AND/OR RENOVATIONS

OWNER NAME

OWNER SIGNATURE

Once this form is submitted to the City a **referral will be made to Fraser Health**, Childcare Licensing to indicate the planned changes. The applicant will then work with their Childcare Licensing Officer from Fraser Health to obtain updated **stamped floorplans** which must be submitted to the City of Maple Ridge ([buslic@mapleridge.ca](mailto:buslic@mapleridge.ca)).

City of Maple Ridge Bylaw & Licensing staff will make **referrals the City's Building & Fire Department** for their feedback and notification of any necessary inspections.

Once all approvals are received the City will send a **Municipal Letter of Approval** to Fraser Health.

Once the applicant's updated Childcare Licence has been issued by Fraser Health, they will be provided with an updated City **Business Licence**.

Business licences are public records that are available for inspection upon request at the Municipal Hall. The municipality may also use business licence information, including those of home-based businesses for publication on the municipal website. All information gathered for business licensing purposes is managed in accordance with the provisions of the Freedom of Information (FOI) and Protection of Privacy Act. If you have any questions or for more information about this, please contact the City's Clerk's Department at 604-463-5221 and ask to speak to the FOI Head, or send an email to [clerks@mapleridge.ca](mailto:clerks@mapleridge.ca)