



Business Licence Application Process

This guide is to assist you when applying for a business licence

Who requires a business licence?

Any business operating within the District of Maple Ridge requires a business licence.

What type of business licence do I need?

The District issues three (3) different types of licences. They include:

- Home based business licence – For Maple Ridge residents who operate a business accessory to their home.
- Commercial business licence – For anyone operating a commercial business (e.g. store front, warehouse, manufacturing).
- Non-resident business licence – For anyone who has a business location outside of Maple Ridge but does business in Maple Ridge on a temporary basis (e.g. landscaper, contractor).

How do I apply for a business licence?

Business Licence application forms are available by mail, fax, online at www.mapleridge.ca or at the Licences, Permits & Bylaws Department front counter. Applicants are required to complete the application in full and submit it along with a minimum payment of \$110. We accept cash, cheque, VISA, MasterCard, American Express and Debit cards.

What happens after I submit my application?

If you've applied for a non-resident business licence, no approvals are required. However certified contractors must provide a copy of a valid trade licence.

Home based and commercial businesses are subject to the following inspections and approvals **PRIOR** to being issued:

Zoning Approval: This approval ensures that the type of business is in compliance with the zoning of the subject property. Depending on the zoning of the proposed location, your business may or may not be permitted. To ensure that your type of business is permitted in the chosen location, contact the Planning Department at 604-467-7341.

**** Please note:** The District strongly advises that you DO NOT enter into a lease or sales agreement until you have confirmed the zoning of the proposed location.

Bylaw Enforcement/Licence Inspector Approval: Home based licence applicants are subject to an inspection by a Bylaw Enforcement/Licence Inspector and in the case of a home based daycare, an inspection by the Fire Department and Fraser Health.

PLEASE TURN PAGE OVER ➡



Business Licence Application Process

This guide is to assist you when applying for a business licence

Building, Electrical, Plumbing and Gas Approval: Many commercial based businesses will be required to have an inspection by a building inspector, an electrical inspector and a plumbing/gas inspector. Bylaws and Licensing staff will contact you to set up these initial inspections, if they are required. Please note we are unable to book a specific inspection time and you must be present during these inspections. If remedial work is required you must call the Permit Department at 604-467-7311 to schedule follow up inspections.

Fire Approval: The Fire Prevention Officer requires that you contact them directly to set up a Business Licence inspection. The Fire Department can be reached at 604-463-5880.

Health Approval: Inspections are required when preparing/selling food and tobacco products. In addition, the following establishments require inspections: beer & wine stores, ambulatory care homes, daycares, group homes and beauty services. It is your responsibility to contact the Fraser Health Unit at 604-476-7000 to discuss the requirements necessary for approval.

Taking over a business or moving locations?

Business licences are non transferable from location to location or from owner to owner. If you move, you must reapply for a licence at the new location and pay the associated costs. If you sell your business the existing licence becomes void. It is the responsibility of the previous owner to close his/her account with the District of Maple Ridge by completing a Business Closure Form and it is the responsibility of the new owner to apply for a new business licence.

Please note: The District strongly advises that you DO NOT enter into a lease or sales agreement until you have confirmed the zoning of the proposed location. Zoning ensures that the type of business is in compliance with the zoning of the subject property.

Issuing a licence

A home based licence - Once all inspections are complete and each inspector has given their approval, your licence will be issued and mailed to you. Issuance can take up to 14 business days or longer depending on the circumstances.

A commercial licence - Once all inspections are complete and each inspector has given their approval, your licence will be issued and mailed to you. Issuance can take up to 30 business days or more depending on the circumstances.

A non-resident licence – No approvals are required*. Issuance can take up to 2 business days, after we receive the completed application. *Certified contractors must provide a copy of a valid trade licence card.

Looking for information on Business Planning or Expansion Opportunities?

The District's Strategic Economic Initiatives (SEI) Department assists current business owners and those interested in the District of Maple Ridge with strategic information and assistance in business planning, expansion opportunities as well as connecting with business and industry groups to develop strategic alliances and new economic opportunities. For more information call the District's SEI Department at 604-467-7320.