

This document is to be used as a guideline only. 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 MY HOME BASED DAYCARE REQUIRE A BUSINESS LICENCE?**

Yes, anyone providing child care services for profit or gain is required to obtain a municipal Business Licence.

### **HOME BASED DAYCARE:**

- Up to 8 Children.  
(As per the **Community Care and Assisted Living Act** this number includes applicants own children under the age of 7 years old)
- Daycares are not allowed on the lower floor of a home located in the floodplain.  
(For more information please contact our Planning Department at (604) 467 7341.)
- Daycares must be operated by a resident of the property.
- If you live in a building governed by a Strata Corporation, it's best to ensure that the Strata allows for Home Based Businesses such as Daycares.
- **Inspections are required by the Municipal Electrical Inspector, the Fire Department and a Bylaw Compliance Officer.**
- **Fraser Health approval is required if the number of children in care exceeds 3.**

### **HOME BASED NEIGHBOURHOOD DAYCARE:**

(As found within the **General Regulations of the City of Maple Ridge Zoning Bylaw**)

- Maximum of 15 children.
- Shall be limited to one per lot.
- Shall be contained within the same building as the One Family Residential Use and is not permitted in a Two-Family Residential unit.
- Shall not be permitted where there is a Boarding Use, Temporary Residential Use, Secondary Suite or Home Occupation Use on the lot.
- Shall be permitted on the condition that the daycare use is owned and operated by the registered owner of the lot and that the registered owner resides in the dwelling unit on the property.
- Will require proof of notification to the applicable Health Authority or to the appropriate authority if located on a lot which is not serviced by municipal sewer.
- Shall not be permitted unless permitted by the provisions of section 601(A) of the Zoning Bylaw (pertaining to the CD-1-93 Zone).

- Any required outdoor recreation space shall be provided within a rear yard that is enclosed by a fence.
- The facility shall not be located less than 200 meters from another licensed Neighborhood Daycare, measured from the nearest property line, along the same street. This does not include licenced family daycares; and
- If the facility accommodates 10 or more persons at any one time, including all children and caregivers, the facility shall comply with the standards and requirements for Assembly use as provided in the British Columbia Building Code.
- **Inspections are required by Municipal Inspectors, Fire Department, Bylaw Compliance Officer and Fraser Health Child Care Licensing Officer.**

### APPLICATION PROCESS:

#### Fraser Health:

As defined by the *Community Care and Assisted Living Act* a person which provides care to 3 or more persons who are not related by blood or marriage must visit/contact the Fraser Health Authority (604) 476 7000 located at 22470 Dewdney Trunk Road Maple Ridge, BC on the 4<sup>th</sup> floor to obtain an Application Package for Child Care. This package is required to be completed and returned to Fraser Health as part of the approval process.

#### Licences & Bylaw Department:

A City of Maple Ridge Business Licence Application is required to be completed and submitted to the Licences & Bylaws Department located at 11960 Haney Place, Maple Ridge, BC along with payment of \$110.00. Applications can be found on our website at [www.mapleridge.ca /200/Applications-Forms](http://www.mapleridge.ca/200/Applications-Forms)

### INSPECTION PROCESS:

Home Based Daycares are subject to the following inspections and approvals PRIOR to being issued a business licence.

#### Zoning Approval:

This approval ensures that the type of business is in compliance with the zoning of the 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.

#### Bylaw Compliance Officer Approval:

All Home based daycare applications are required to have an inspection by a Bylaw Compliance Officer.

#### Fire Approval:

Applicants are required to contact the Maple Ridge Fire Department to set up a Business Licence inspection. The Fire Department can be reached at (604) 463 5880 to discuss the requirements necessary for their

approval or online at: <http://www.mapleridge.ca/1869/Fire-Inspections> to book your inspection.

### Health Approval:

If inspections are required it is your responsibility to contact the Provincial Health Agency Fraser Health at (604) 476 7000 to discuss the requirements necessary for their approval.

### Building & Electrical Approval:

For Neighborhood Daycares only, you will be required to have an inspection by a Building Inspector and Electrical Inspector. These inspections will be scheduled as part of your Business Licence application process.

### CONTACT INFORMATION:

**Licences & Bylaw Department:** (604) 476 7440 for enquiries relating to your application.

**Planning Department:** (604) 467 7341 for enquiries relating to municipal zoning.

**Building Department:** (604) 476 7311 to discuss Inspections & if any changes to the premises are needed due to building code requirements.

**Maple Ridge Fire Department:** (604) 463 5880 to book Fire Safety Inspections.

**Fraser Health Department:** (604) 476 7000 to speak with a Child Care Licensing Officer.

### ISSUING A LICENCE:

Compliance with all Municipal Bylaws is required PRIOR to the approval of the Business Licence. Issuance is based on the timeline of compliance; and each application has a varying timeframe. Once Municipal Inspections are complete, we will notify both Fraser Health and yourself of the Municipal Approval. It is only once we receive confirmation that Fraser Health has issued your Child Care Licence that we will issue the Business Licence.