

TYPE 4 HOME OCCUPATION REGULATIONS

For Residents of Single Detached Lots Over 1 acre

A Home Occupation, also known as a home based business, is the operation of a small scale service, trade, or agri-tourism from your home. Regulations are tailored to specific types of residential units and/or lot sizes. For information regarding Type 1, Type 2 and Type 3 home occupation regulations, please refer to applicable handout.

To permit a Type 4 home based business, an application to amend the Zoning Bylaw must be submitted, and Council approval is required. The application process requires four bylaw readings and a Public Hearing.



TYPE 4 GENERAL INFORMATION:

The Type 4 home based business category recognizes opportunities for larger properties (1 acre or more) to accommodate additional uses or levels of visitation and employment that are not permitted under the Type 3 home based business category.

- When thinking about your proposed business, familiarize yourself with regulations that may apply to your property.
- Prior to submitting an application, it is recommended to contact the Planning Department.
- Submitting a Land Use Inquiry that includes your business plan is recommended. Contact the Planning Department for more information.



PROCESS TO AMEND THE ZONING BYLAW

The Zoning Bylaw amendment process is to legally adjust the land use to permit your home based business. Below is the process to amend the Zoning Bylaw. For the full business licencing process, see page 2.

**Submit Text
Amendment
Application**

**First
Reading**

**Second
Reading**

**Public
Hearing**

**Public
Hearing**

**Fourth
Reading
(adoption of bylaw)**



**See reverse side for
Next Steps**



MAPLE RIDGE
British Columbia

City of Maple Ridge
11995 Haney Place
Maple Ridge, BC Canada V2X 6A9

Hours
Monday to Friday 8:00am – 4:00pm
Closed Statutory Holidays

For General
Information Call
604-463-5221

Steps to Starting a Home Based Business

A home based business is an important part of the City's economy and beneficial to encouraging local business opportunities. The City wants to encourage home based businesses and ensure the neighbourhood character is maintained and employees are safe. This guide is intended to inform you on the 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 upgrades and permits that may be required and ask about the Business Licencing process. Gathering information that is tailored to your business before submitting any applications helps set you up for smooth application processes.

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 on operating. Contact other agencies to confirm their process and what is required to start your business at home.

3

AMEND ZONING BYLAW. Once a Text Amendment application has been submitted and applicable fees have been paid, a report will go through Four Readings and a Public Hearing, should Council choose to move the application through the process. Council approval is required.

4

SUBMIT BUSINESS LICENCE APPLICATION. Once Council has approved the text amendment application, you can submit a business licence application. For the business licence application form and guide, please visit www.mapleridge.ca/200.

5

SUBMIT BUILDING PERMIT APPLICATION(S). Most Type 4 home based businesses require building upgrades to ensure client and employee safety. For the building permit application forms and guides, please visit www.mapleridge.ca/1967.

6

START RENOVATIONS. If you have applied for building permits, do not start the renovations until the Building Department has reviewed your application and approved renovations by issuing the permit.

7

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.

8

APPROVALS. Once all your inspections have taken place, applications have been approved, and business licence granted, you are able to open your business!

HAVE QUESTIONS? CONTACT:

Planning Department

604-467-7341

planning@mapleridge.ca

Business Licencing

604-467-7440

buslic@mapleridge.ca

Building Department

604-467-7311

buildingenquiries@mapleridge.ca

Fraser Health

604-476-7000 Contact an

Environmental Health Officer



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Get To Know Your Property

A checklist to help you get to know the regulations and policies that may apply to your property

This checklist provides a general guide of what may be required in order to obtain approval for your project.

PLANNING INFORMATION

- ☐ **Zoning** — Learn your property's zoning on Ridgeview: <https://gis/mapleridge.ca/ridgeview> and learn how that zone regulates land, buildings, and other structures in the City of Maple Ridge Zoning Bylaw.
- ☐ **Wildfire Area** — A Wildfire Development Permit may be required if located within the Wildfire Area.
- ☐ **Restrictive Covenant** — There may be Restrictive Covenants registered on the title of your property. Contact the Land Title Office to confirm if there are any covenants registered.

AGRICULTURAL LAND RESERVE (ALR) INFORMATION

Please note that non-farm use application approval from the Agricultural Land Commission (ALC) may be required. For more information regarding ALR policies, please visit: www.alc.gov.bc.ca/alrc/content/home

- ☐ **Within the ALR** — any development must also comply with the Farm Home Plate regulations in the City of Maple Ridge Zoning Bylaw and may require a Soil Deposit permit.

ENVIRONMENT INFORMATION

Please note that cutting trees on the property or adding/removing soil may require a permit in addition to requirements below.

- ☐ **Tree Retention** — A tree cutting permit may be required if you are considering removing any trees.
- ☐ **Floodplain** — Some development is not permitted in the floodplain. A Flood Hazard Assessment and/or a Natural Features Development Permit (NFDP) may be required.
- ☐ **Water Features** — A Watercourse Protection Development Permit (WPDP) and/or a Soil Deposit permit may be required if building(s) or disturbances are within 50 meters from watercourses, water bodies, and wetlands.
- ☐ **Steep Slopes** — Properties with slopes greater than 15% and are proposing development, a Natural Features Development Permit (NFDP) and a Landslide Assessment may be required.
- ☐ **Fraser River Escarpment Area** — A Geotechnical Report may be required for any proposed development.

If you have any questions about the above information, please contact the Planning Department at 604-467-7341 or email planning@mapleridge.ca

BUILDING INFORMATION

- ☐ **Building Permits** — Any construction, alteration, or demolition, of new and existing buildings/structures may require building permits or inspection(s). Contact the Building Department at 604-467-7311 or buildingenquiries@mapleridge.ca for what permits may be required for your project.

ENGINEERING INFORMATION

- ☐ **Servicing Review** — identifies if upgrades and additional construction are required (i.e water, sanitary). Contact the Engineering Department at 604-467-7339 or by email at engineering@mapleridge.ca for what upgrades may be required for your project.