

The following guidance is applicable to New Applications, Change of Owner Applications and Change of Location Applications.

In advance of submitting a Commercial Business Licence Application; it is important to understand the requirements of your business proposal.

- Connect with the Planning Department to confirm Zoning compatibility.
- Connect with the Building Department to discuss any potential changes or upgrades to the building.
- Connect with the Business Licensing staff to discuss the Business Licence Application process.
- If applicable, connect with the Provincial Health Unit, Fraser Health

You have submitted your Commercial Business Licence Application, what happens next?

- Your application will be reviewed for zoning compatibility.
- Following approval of zoning compatibility, your application will be reviewed for inspection history to determine the inspection/permit requirements. A referral will be made to the Building and Fire Departments. If applicable, a referral will also be made to Fraser Health.
- You may be asked to provide additional supporting documentation, such as floorplans, list of services provided etc.
- Once it has been determined what inspections are required, you will be notified of the Inspections and how to schedule them. If Permits are required you will be provided with guidance on how to connect with the Building Department.
- If you fail inspections, you will need to carryout remedial actions. This work may or may not require permits.
- If you are completing work via permits, once all Inspections and Permits have been approved, your Business Licence will be issued to you.
- Once all Inspections pass (inclusive of the Fire Department and any 3rd party approvals) your Business Licence will be issued to you.

How long does it take to obtain a Commercial Business Licence?

Each application is unique based on the services offered and the property/unit involved; therefore, timelines vary by Application and depend on multiple factors; inspections, deficiency corrections, permit approvals, 3rd party requirements etc.

NOTE: If a Building Permit is required to renovate a space, a **minimum** of 3-4 weeks should be factored into timelines for the review of a complete Building Permit submission.

The time taken to issue a Business Licence is relative to any work required to bring the Commercial space into compliance and to obtain any relevant approvals.

As a general guide, the following items are reviewed as part of a standard Business Licence Inspection:

Electrical Inspection Information

If you require an Electrical Inspection following are some of the key things the Inspector will be looking at:

- Exit light fixture at the main entrance, and if applicable, at rear exit and hallways.
- Emergency lighting is required to illuminate the path of travel to any exit.
- Emergency lighting is required in washrooms and on stairways.
- Receptacles within 1.5 meters of any sink are to be protected by a ground fault circuit interrupter.
- All electrical panels are to have a one meter clearance in front, and be fully labeled. Required to have a clear and safe working space in front of the panel.
- Extension cords to be removed, they are for temporary use only.
- All other electrical is to be in a safe condition.
- All electrical work to be performed by a licenced Electrical Contractor.

Building Inspection Information

If you require a Building Inspection following are some of the key things the Inspector will be looking at:

- Emergency light and exit signage throughout unit and in washrooms.
- Exit signage which may include additional signage within the floor area of the unit to ensure the exit locations are easy to find.
- Holes in walls and floors that separate your unit from adjacent units are properly repaired (fire stopped) to maintain integrity of fire separation. This includes holes above and below T-bar ceiling and within cabinets.
- New or change in copy to existing signage requires permits prior to the signs being installed.
- Handicap accessible washroom is still accessible and all required clearances and grab bars are in place. Common issue is for additional cabinets to be installed which block accessibility.
- Public washrooms available in most tenant spaces and must be readily accessible. Not permitted to travel through food preparation areas to access washroom.
- Clear paths of travel to all exits from the building which includes bars on doors.
- Installation of construction and equipment that would require permits or creates an unsafe situation as defined by the BC Building Code.
- Hand and guard rails on stairs and elevated areas.
- Headroom clearances.
- Racking in industrial buildings and freestanding shelving.

Plumbing, Sprinkler & Gas Inspection Information

If you require a Plumbing, Sprinkler or Gas Inspection following are some of the key things the Inspector will be looking at:

- Fixtures properly mounted,

- Venting of all gas fire appliance code complaint,
- Anchorage of gas fired appliances,
- Fixtures installed and vented to be code compliant,
- Backflow devices are installed where required and maintained with current maintenance records and test reports readily available on site,
- Grease traps - for all food handling premises - are required to be installed and maintained with current maintenance records readily available on site,
- All shut off valves for sinks; toilets, etc. are to be exposed,
- Shock arrestors are required on any dishwashers and auto washers,
- Handicap accessible toilet to have bolt down tank lid and open front toilet seat, and
- Additional or relocation of sprinkler heads may be required due to the installation of doors, walls and shelving or racking.

PERMITS

If the Business Licence Inspections determine that Permits are required to resolve the deficiencies, you will need to work with Contractors and apply for the applicable permit(s) (**Building, Electrical, Plumbing, Sprinkler**) via the Building Department.

As part of opening your Business, you may already be aware that Permits are required as part of your renovations.

For any Contractors undertaking work within the City of Maple Ridge, they are required to hold a valid Business Licence.

Why do I need a Permit?

Permits are required to ensure the work is completed in compliance with Municipal Bylaws along with Provincial and Federal Codes that establish minimum acceptable standards for life and health safety.

Sign Permit: Any exterior sign requires a Sign Permit to ensure compliance with the Maple Ridge Sign Bylaw (www.mapleridge.ca/DocumentCenter/View/569/Sign-Bylaw).

If you have any questions regarding Permit submissions and requirements please speak with the Building Department – 604-467-7311, buildingenquiries@mapleridge.ca or in person (recommended) at the Building Counter, City Hall.

CONTACT INFORMATION

Planning Department – 604-467-7341 or planning@mapleridge.ca

Building Department – 604-467-7311 or buildingenquiries@mapleridge.ca

Bylaw, Licensing & Community Safety Department – 604-467-7440 or buslic@mapleridge.ca

Maple Ridge Fire Department – 604-463-5880 – Inspections are booked via the Fire Prevention, Assistant Fire Chiefs.

Fraser Health – 604-476-7000 – Please contact an Environmental Health Officer. Fraser Health is located at 400-22470 Dewdney Trunk Rd.