



A GUIDE TO CHILD CARE FACILITIES IN MAPLE RIDGE

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

This guide has been prepared to assist those who are considering starting a Child Care Facility (Day Care) or may be contemplating a building permit application proposing to modify an existing building or to construct a new building to accommodate a Child Care Facility. A Child Care Facility can be either a “**In Home Child Care**” or “**Group Child Care**”.

It is the applicant’s responsibility to determine whether the proposed location will meet the requirements of the City of Maple Ridge’s Zoning Bylaw, the BC Building Code, the BC Fire Code and the Fraser Health Authority.

This guide is for general guidance only. It does not replace any other by-laws, provincial or federal regulations or other legal documents.

Except as specifically noted in this guide a Child Care Facility will be classified as per the BC Building Code (BCBC) classification of a Daycare as a Group A Division 2 major occupancy (assembly occupancy). The relaxation in the BC Building Code of a Low Occupant Load Group A Division 2 Occupancy does not apply to Child Care Centre’s, except as specifically noted in this guide.

Prior to submitting a rezoning application, signing a lease or purchasing a property it is required that a Registered Professional, who is familiar with the requirements of the BC Building Code such as an Architect or Professional Engineer, be consulted to review the building for code compliance. This is required for any Child Care Facility other than an in home daycare for less than 10 people. The Registered Professional will be able to provide advice on what improvements may be required and what costs may be involved.

An existing building may have to be upgraded to full compliance with all appropriate requirements of the BC Building Code in order to accommodate a Child Care Centre. Such upgrades may include, but are not limited to, the following:

- Reclassification of the Building to a Group A Division 2 major occupancy (assembly occupancy),
- Fire separations between the child care and other occupancies/tenants, exit stairs and service rooms,
- Fire-rated floors, loadbearing structural members and walls,
- Fire dampers on all heating ducts and return air grills,
- Fire stops to all penetrations of fire separations,
- Exterior Building construction may need to be upgraded to comply with the Spatial Separation and Fire Exposure Protection requirements of BCBC (i.e. non-combustible cladding, fire resistance rating, non-combustible construction and number & size of windows facing the property lines,
- Exiting brought into compliance, including number of exits and exit doors to swing in the direction of exit travel
- Sprinkler system installed or upgraded,

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- Size of water service may need to be increased (contact the engineering department at 604-467-7339 for more information on this),
- Fire alarm system installed,
- Emergency lighting installed,
- Interconnected hard wired smoke and carbon monoxide detectors,
- Fire alarm system,
- Structural floor loading and seismic upgrades,
- Accessibility for persons with disabilities upgrades may be required i.e. washrooms, doorways, and if the business is not located at grade level an elevator or lift
- Electrical, plumbing and mechanical services

Types of Child Care Facilities:

In Home Child Care

The City of Maple Ridge recognizes two types of In Home Child Care facilities: *Family Daycare* and *Neighbourhood Daycare*

Family Daycare

"*Family Daycare*" means a child care program provided to no more than eight (8) children (Including the license holder's own children) in the private residence of the child care provider and is considered as part of the residential use (Group C).

A business license and inspections will be required to ensure smoke alarms and carbon monoxide detectors are installed in the residence based on the requirements of the current BC Building Code. A proper swing type exit door is required on the floor level serving the daycare; a sliding door is not permitted to be used as an exit door. If the home must undergo renovations for the daycare a building permit will also be required.

The Fraser Health Authority must be informed of the number of children, the ages of the children and the ratio of caregivers to children.

Neighbourhood Daycare

"*Neighbourhood Daycare*" means an establishment for the care and supervision of a maximum of 15 children in a home environment. A "*Neighbourhood Daycare*" is considered by the BC Building Code a Group A, Division 2 major occupancy (assembly occupancy). A commercial building permit is required to convert a dwelling unit into a Neighbourhood Daycare

Substantial modifications to a house may be required.

The involvement of multiple Registered Professionals including an Architect is required for the design of this type of facility. Upgrades to the entire building can be expected in the following areas: seismic, structural, exterior cladding, interior finishes and sprinkler system.

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Group Child Care

"Group Child Care Centre" means a child care facility provided for nine (9) or more children.

A "Group Child Care Centre" will be considered a Daycare and as such as a Group A, Division 2 major occupancy (assembly occupancy). If work is required to be done to the space then a tenant improvement building permit application is required.

The involvement of a Registered Professional of the Architectural discipline is required for the design of this type of facility. The Architect will determine if the involvement of other Registered Professionals is required

"Group Child Care Centre – School Age Children" means a child care facility for nine (9) or more kindergarten and school-aged children before and after school, during the lunch hour and/or when schools are closed. A "Group Child Care – School Age Children" is considered by the BC Building Code a Group A, Division 2 major occupancy (assembly occupancy), except that a Group Child Care – School Age Children (Kindergarten and above) may be considered a Low Occupant Load A2 provided it meets all requirements prescribed by the BC Building Code Article 3.1.2.6. and the children in attendance are fully mobile¹.

Building Permit Application:

Please ensure that all required information is submitted at the time of application, including the following list of drawings and documents:

- Three (3) copies of a site plan;
- Three (3) sets of sealed, signed and dated architectural drawings;
- Three (3) sets of sealed, signed and dated structural drawings if any structural changes or additions are proposed or required,
- An sealed engineering report confirming that the existing building will meet the requirements of the current BC Building Code,
- Three (3) sets of mechanical, electrical, and plumbing drawings if any modifications to these disciplines are necessary or required,
- Three (3) sets of landscaping drawings if required by a rezoning application,
- Sealed, signed and dated Schedule B from each Registered Professional involved with the project,
- Sealed, and dated Schedule A from the Coordinating Registered Professional (if more than one Registered Professional is involved) signed by the registered professional and the Owner,
- "Letter of Authorization – General" form (if the applicant is not the owner),
- "Owners Acknowledgement of Responsibility" form,
- Fraser Health approval of the architectural drawings,
- Business License Application, and
- Completed Building Permit Application form.

A community care facility license is required for each facility providing care to three (3) or more children who are not related to the operator by blood or marriage. Please refer to the Fraser Health Authority website (http://www.fraserhealth.ca/your_environment/ccfl/child-care-facilities/) for the different types of licensed child care programs available.

¹ The involvement of a person proficient with the BC Building Code is required for the design of this type of facility