

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

- Your application will be reviewed for zoning compatibility.
- Following approval of zoning compatibility a copy of your application will be sent to the Manager of Inspection Services and the Fire Department. If required, a referral will also be made to Fraser Health.
- Once it has been determined what inspections are required (if any). You will be contacted by the Customer Service Coordinator - Licences & Permits who will be able to schedule any Permit Department inspections and confirm if you are required to contact the Fire Department or any other third party.
- If you pass inspections, your Business Licence will be issued to you.
- 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.

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

This depends on whether inspections are required; whether they pass or fail; and what is involved in fixing any deficiencies.

Commercial Business Licence applications can take more than 30 working day, however approximately 25% of Applications are processed within 1 week. The time taken to issue the license is relative to any work required to bring the Commercial space up to code.

If applicable, Inspections can be booked within a few days of the Application being received. It then depends on the outcome of the inspections and how fast the Applicant can resolve the issues.

If Building Permits are required, please note these currently have a review time of 3 weeks which must to be factored into the overall processing time.

Contact Information:

Coordinator of Licences & Permits: 604-467-7378

To book initial Business Licence inspections and for all inquiries relating to the progress of your Commercial Business License Application.

Permits (Inspections) Department: 604-467-7311

Business Licence Inspections: On the day of the Business Licence inspection, if you require an estimate of the inspector(s) arrival time, please contact the Permits Department between **8.15 am – 9:00 am** to speak with an Inspector (inspectors leave the office at 9:00 am to start their inspections)

for the day). Please be clear to staff that you are calling about Business Licence Inspections (not permits).

Permit Inspections: The City has an online service which allows you to access inspection information at: <http://mapleridge.ca/2232/Check-Daily-Inspection-Schedule> or via the City of Maple Ridge web site and the “eSERVICES” icon. Through this web page you will be able to determine; who your inspector is and whether or not the inspection will be conducted in the morning or in the afternoon. Please don’t phone the inspector or staff to obtain a more specific time as you will be directed back to this web page for the information.

Maple Ridge Fire Department : 604-463-5880

To book Fire Safety Inspections.

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

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.

What types of things do I need a Permit for?

If you are proposing any new construction on the property or within an existing building on the property, you may need a permit.

Building Permit: A Building Permit is required to build, construct, remodel, repair, demolish, remove or move any building or structure over 100 square feet. Examples include:

- additions
- detached structures
- fire damage repairs
- foundation or structural repairs
- renovations (relocation of interior walls & partitions installation of shelving over 8 feet)
- retaining walls
- change of use (i.e. going from a retail store to restaurant)

Electrical Permit: An Electrical Permit is required by the Safety Standards Act of British Columbia and the City of Maple Ridge whenever electrical work is performed. Examples include:

- installation of any new wiring or circuitry
- rearrangement of wiring or circuitry

- installation or rearranging of electrical equipment
- Electrical Permits are also required for all energized signs, movie sets and outdoor live performances

Gas Permit: A Gas Permit is required for new installations or alterations to existing gas appliances, piping and venting.

Plumbing Permit: A Plumbing Permit is required for any installation, addition, or alteration to plumbing systems.

Sign Permit: Any exterior sign requires a Sign Permit.

Sprinkler Permit: A Sprinkler Permit is required for any installation of an approved fire sprinkler system as a part of the construction of all new buildings within the City. This permit is also required for the alteration of any existing sprinkler system.

How long does it take to get a permit?

The time of year and complexity of the project will determine the length of time for Building Permits. Typically for additions and renovations, these permits can be issued within two to three weeks.

Most Electrical Permits are issued same day.

A large percentage of Plumbing, Gas & Sprinkler permits are also issued same day.