

Home Based Family Daycare Business Licence Guide

What to expect when applying for a Family Daycare Licence

This document is to be used as a guideline only as 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 a Home Based Family Daycare Require a Business Licence?

Yes, anyone providing childcare services in accordance with the *Child Care Licensing Regulation* requires a Licence. Family Daycares must not exceed a maximum of 8 children in care.

Application Pre-Checks

- Zoning Confirm with City Planning department staff that your property has the correct Zoning to operate a home based family daycare.
- Family daycares must be operated by a resident of the property.
- Family daycares located in the floodplain must be operated above the Flood Construction Level. You may need to consult with a Professional Engineer to determine this information.
- It is strongly recommended that you confirm the space intended for childcare was constructed and approved under permit.

A basement area or secondary suite to be used for the purpose of childcare must be finished under permits. To verify, please connect with City Building department staff.

If you require copies of any floorplan drawings held on file by the City, please review the *Access to Building Department Records* Guide.

- Contact a Child Care Licensing Officer at Fraser Health to discuss their requirements for a Child Care Licence.
- It is recommend that you are aware of the City's <u>Business Licencing & Regulation Bylaw 6815-2011</u>

Family Daycare Business Licence Application Process

- Submit a <u>City of Maple Ridge Business Licence application</u> with your Fraser Health stamped approved floor plans. These can be submitted in person or via e-mail to <u>buslic@mapleridge.ca</u>
- Completed applications must be submitted to the City along with the minimum business licence fee of \$110.
- Business licensing staff will review the application for property and floor plan compliance.

City of Maple Ridge Updated Aug 2025

11995 Haney Place, Maple Ridge, BC V2X 6A9 Tel: 604-467-7440 Fax: 604-467-7445

Email inquiries: <u>buslic@mapleridge.ca</u> **Applications to:** <u>buslic@mapleridge.ca</u>

Web Site: mapleridge.ca



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The following is information on some requirements City Inspectors will be looking for during their inspection. Please keep in mind this is not an exhaustive list and inspections are not limited to the items mentioned. Business Licensing staff will schedule these Inspections for you.

Building Inspection

Inspectors will check for safety items such as exiting and ensuring all exits are accessible, unobstructed and clearly marked. Locked bars are not permitted on doors. Thumb latches are required on exit doors (as dead bolts are not permitted).

• Electrical Inspection

Inspectors will check for safety items such as tamper resistant receptacles and GFCI receptacles where necessary, interconnected smoke alarms, and the ability to isolate a kitchen stove. An **Electrical Permit** may be required for safety upgrades.

• Fire Department Inspection

Fire inspectors will check for safety items such as fire extinguishers, smoke alarm requirements and exiting. A Fire Safety Plan will be required to be provided at the time of the Inspection.

• Bylaw Compliance Officer Home Inspection

Bylaw Compliance Officer inspection and approval are required to ensure that the property is in compliance with City Bylaws. Once the Electrical & Fire Department inspections are approved, the Bylaw Compliance Officer will contact you to schedule a date and time for their inspection.

• Municipal Approval

Once all municipal approvals have been received, the City sends a Municipal Approval Letter to Childcare Licensing at Fraser Health. You will be notified when this letter is sent.

• Fraser Health Child Care Licence

Your Child Care Licence is issued by Fraser Health and a copy is provided to the City.

• Municipal Business Licence

Once Business Licensing staff receive a copy of your Fraser Health Child Care Licence, your City of Maple Ridge Business Licence is issued.

CONTACT INFORMATION

Bylaw, Licensing & Community Safety Department	604 467 7440	buslic@mapleridge.ca
Planning Department	604 467 7341	planning@mapleridge.ca
Building Department	604 467 7311	buildingenquiries@mapleridge.ca
Fire Department	604 463 5880	fire@maplerdige.ca
Fraser Health Authority	604 476 7000	-

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