

## FREQUENTLY CALLED NUMBERS

### *Municipal Hall Phone Numbers:*

Building	604-467-7311
Plumbing, Gas, Electrical	604-467-7311
Bylaws	604-467-7305
Business Licencing	604-467-7440
Zoning/Planning	604-467-7341
Sign Bylaw/Permit	604-467-7311
Fire Department	604-463-5880

### **Other Numbers:**

Better Business Bureau	604-682-2711
Ministry of Finance & Corporate Registry	604-775-1041
Chamber of Commerce	604-463-3366
BC Business Registry <a href="http://www.bcbusinessregistry.ca">www.bcbusinessregistry.ca</a>	1-877-822-6727
Employment Standards	604-663-3316
Film Classification	604-660-6821
Government Agent	604-466-7470
GST	1-800-959-5525
Health (Provincial)	604-476-7000
Liquor Control & Licencing <a href="http://www.pssg.gov.bc.ca/lclb">www.pssg.gov.bc.ca/lclb</a>	604-586-2641
Motor Dealer Licencing <a href="http://www.mdcbc.com">www.mdcbc.com</a>	604-294-9889
PST	604-660-4500
Travel Services	604-660-3540
Workers' Compensation Board	604-276-3100

## DISTRICT OF MAPLE RIDGE

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### ***A GUIDE TO THE BUSINESS LICENCING APPLICATION PROCESS***

**The purpose of this guide is to assist those who wish to operate a business within the District of Maple Ridge, and therefore need to obtain a Business Licence.**

#### **HOW TO APPLY**

Business Licence application forms can be obtained by mail, fax, online at [www.mapleridge.ca](http://www.mapleridge.ca) or at the Licences, Permits & Bylaws Department at Municipal Hall. Applicants are required to complete the application in full and provide a minimum payment of \$110.00.

To obtain a Business Licence, various approvals may be required. Once all approvals are received, your Licence will be issued and mailed to you.

**ZONING APPROVAL:** Commercial & home-based businesses require zoning approval. This approval ensures that the type of business is in compliance with the zoning of the subject property. Depending on the zoning of the proposed location, your business may or may not be permitted. Zoning questions should be directed to the Planning Department to ensure that your type of business is permitted in the chosen location. The Planning Department can be reached at 604-467-7341.

**BUILDING/ELECTRICAL APPROVAL:** The Licences Department will contact you to set up a building inspection and an electrical inspection, if required. The Licences Department cannot book a specific time. We recommend you call before 9:00am on the day of your inspection to inquire when the inspector will be in your area. The Building Department can be reached at 604-467-7311.

**FIRE APPROVAL:** A copy of your Business Licence application is forwarded to the Fire Department so that a Fire Prevention Officer can inspect your premises. The Fire Prevention Officer requires that you contact them directly to setup a Business Licence inspection. The Fire Department can be reached at 604-463-5880.

**HEALTH APPROVAL:** Inspections are required for selling food and cigarettes. In addition, the following establishments require inspections: beer & wine stores, ambulatory care homes, daycares, group homes and beauty services. A copy of your Business Licence application will be sent to the Health Unit Inspector. It is the responsibility of the applicant to contact the Health Unit at 604-476-7000 to discuss the requirements necessary for approval.

#### **IF YOU ARE TAKING OVER AN EXISTING BUSINESS**

Business Licences are not transferable. Any person who acquires a business or a controlling interest in any business from any person licenced under the Business Licence Bylaw shall make application for a new Business Licence. It is the responsibility of the previous owner to close his/her account with the District of Maple Ridge by completing a **Business Closure Form**.

#### **MUNICIPAL BYLAWS WHICH REGULATE THE ESTABLISHMENT AND OPERATION OF A BUSINESS**

1. **Business Licence Bylaw 6333-2005** – requires every person carrying on a business in the District of Maple Ridge to obtain a Business Licence. In addition, it contains regulations for certain types of businesses.
- o **Building Bylaw 6180-2003** – regulates the construction of and occupant safety in and around buildings.

To obtain a registration form, contact the Revenue Canada Excise Office 1-800-959-5525 or the Government Agent Office at 604-466-7470. <http://www.cra-arc.gc.ca>

**Income Tax** – All individuals and corporations are liable for the payment of provincial and federal income tax. As a self-employed sole proprietor or partner, you will file a statement of Income and Expenses with your Personal Income Tax return.

Employers must comply with the “**Employment Standards Act**” which is available at the Employment Standards Branch at 1-800-663-3316 (toll free in BC) <http://www.labour.gov.bc.ca>

**WorkSafe BC** – When a new firm opens, it must register with Worksafe’s Assessment Department. There are very few types of industry or commerce that are not covered by the Act. It is the employer’s responsibility to check if the company must register. Contact WorkSafe at 604-276-3100. Further information is also available at <http://www.worksafebc.com>

The use of outside resources such as lawyers and accountants should definitely be considered.

For specific information by business sector regarding logistics, start-up costs etc., you can contact the Economic Development Office in Maple Ridge located beside the Maple Ridge Municipal Hall – Suite 190-Maple Ridge Business Centre at 22470 Dewdney Trunk Road. The Economic Development Office is open to assist current business owners and those interested in the District of Maple Ridge with strategic information and assistance in business planning, expansion opportunities, and skill training as well as working with business and industry groups to develop strategic alliances and new economic opportunities. For more information, drop by or call 604-467-7320. For additional information it is advisable to contact the Canada/British Columbia Business Services Centre at 1-800-667-2272 or <http://www.sb.gov.bc.ca>.

## COMMERCIAL LICENCE

- You must know the legal address of the building you want to purchase or lease.
- Before you sign a lease or purchase property, check with the Planning and Building Departments at Municipal Hall to make sure you may occupy the premises for the type of business for which you are applying.
- There are different requirements under the Zoning and Building Bylaws for uses such as retail, office, restaurant, manufacturing, beauty salon, etc.
- Each space in a building has its own specific approved use. The use of that space cannot be changed without approval and/or permits.

Maple Ridge's Business Licence process and the requirements for resident and non-resident Business Licence applications are outlined as follows:

## HOME BASED LICENCE

- Compliance with the property use requirements of the Zoning Bylaw
- Payment of licence fee to accompany application
- Approval of Municipal inspections related to your type of business
- Maintain compliance with Maple Ridge bylaws
- Hold current operating approval from applicable regulatory bodies
- Licence issued in 2-3 days dependent on related approvals



## DAYCARE LICENCES

### *Family Daycare: Home Based Licence*

**Maximum of 8 children** – requires approval from the Fire Department & Health Unit

**\$110.00**

### *Daycare Centre: Commercial Licence*

Requires Building & Fire approval first. Once approved, application is then submitted to the Health Unit for final approval.

**\$110.00**

## NON-RESIDENT LICENCE

- Payment of licence fee to accompany application
- Hold current operating approval from applicable regulatory bodies

## SOLE PROPRIETORSHIP

This is the simplest way to set up a business. A single person performs all the functions that are required for the successful operation of the business. A sole proprietor is fully responsible for all debts and obligations related to his or her business. A creditor with a claim against a sole proprietor would normally have a right against all of his or her assets, whether business or personal. This is known as an unlimited liability.

This type of business comes under provincial or territorial jurisdiction. If the proprietor chooses to carry on a business under a name other than his or her own, he or she must register with the Province by filing a declaration of proprietorship under the Partnership Act within a specific time. The prescribed time for filing sole proprietorship declarations is three months. If a sole proprietor establishes a business in his or her own name, without adding any other words (i.e., “and sons/daughters” or “and associates”), it is not necessary to register the business.

## Advantages and Disadvantages of a Sole Proprietorship

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• Low start-up costs</li> <li>• Greatest freedom from regulation</li> <li>• Owner in direct control of decision making</li> <li>• Tax advantages to owner</li> <li>• All profits to owner</li> </ul>	<ul style="list-style-type: none"> <li>• Unlimited liability</li> <li>• Lack of continuity in business organization in absence of owner</li> <li>• Difficulty in raising capital</li> </ul>

You may operate as a **Sole Proprietor** under your own name without need of a business name registration.

**Business Names, Partnership and Limited Companies** must be registered with the Province. Names must be searched before they can be registered with the Province. Appropriate forms are available at the Government Agent office at 604-466-7470, or from the Ministry of Finance & Corporate Relations at 250-387-7848.

If your business entails the buying and selling of 7% taxable goods, you will require a **Provincial Sales Tax Licence (PST)**. Contact the Consumer Taxation Branch at 604-660-4500 or obtain a form from the Government Agent located at 175 - 22470 Dewdney Trunk Road. If you anticipate your annual gross revenue will be greater than \$30,000 from sales of GST taxable goods and services, you are required to register for the **Goods and Services Tax (GST)**.

**Fire Bylaw 4111-1998** – regulates the prevention of fire and the control and regulation of fire safety in buildings and premises

**Noise Bylaw 5199-1994** – regulates and prohibits certain noises and sounds

**Sign Bylaw 4653-1992** – regulates the erection and placement of signs

**Zoning Bylaw 3510-1985** – regulates the use of land and buildings and parking of over-weight vehicles

## WHO REQUIRES A BUSINESS LICENCE

All businesses in the District of Maple Ridge require a business Licence. Some of the benefits include:

- Makes your business a legal operation in the District of Maple Ridge as outlined in Business Licence Bylaw No. 6333-2005
- Gives the business a listing in the Maple Ridge Business Directory
- Enables the District to regulate the types and locations of businesses conducted within its jurisdiction
- Supports the development of promotional materials aimed at attracting business investment and job creation
- Assists with the development of demographic and statistical information on the local business climate
- Supports parking enforcement, community policing and Adopt-A-Block programs