



Basement Finish Permit Application

For finish only or the installation of TRU or Secondary Suite

**** IF YOU CANNOT MEET THE FOLLOWING HEIGHT REQUIREMENTS, YOU ARE UNABLE TO FINISH YOUR BASEMENT:**

- Minimum clear height for finished basements is required to be 2.1m from finished floor to finished ceiling.
- Minimum clear height for Secondary Suites is permitted to be 2.0m from finished floor to finished ceiling.

**** Suites and TRU's are NOT permitted in the Flood Plain**

**** Suites are NOT permitted in the following zones: CD-3-98, R-2, R-3, RM, RST**

DATE: _____ Zone: _____

Construction Address: _____ Legal Description: _____

Registered Owner(s): _____ Phone #: _____

Contractor's Business Name: _____ Contractor's Phone #: _____

Area of Basement to be Finished (sq. ft.): _____ Total square footage of house _____

Will there be a **TRU** (relative/nanny): yes no Area finished for TRU (sq. ft.): _____

Will there be a **Secondary** (Rental) Suite: yes no Area finished for Suite (sq. ft.): _____

Construction Value: _____

Is Property on: Water Well Sewer Septic Tank →

If on **SEPTIC TANK**: Provincial "Sewerage Regulation" compliance must be obtained and verified by an "authorized person" acceptable to the Municipality.

Please complete the following 10 questions (for Suite or TRU only):

- Do you live in the house? Yes No
(Note: if you do not live in the house you are not permitted to have either a suite or a TRU)
- Is this an **existing suite** that you would like to now register? Yes No
- Is this application to obtain approval for a **new suite**? Yes No
- Is the floor area of the suite a minimum of 37m² (398 sq.ft.)? Yes No
- Is the floor area of the suite a maximum of 90m² (968 sq.ft.)? Yes No
- Is the floor area less than 40% of habitable floor space of the building? Yes No
- Is the suite contained within the house (**mandatory**)? Yes No
- Can you provide one extra parking space on your property (**3 mandatory**)? Yes No
- Is there a boarding or TRU on the same lot (**not permitted only one allowed**)? Yes No
- Has the **NO SUITE** Covenant been removed? Yes No
If yes provide "No Suite Covenant" Removal Number _____

* If you have a Temporary Residential Unit (TRU) please review our "TRU handout"

*** TRU & Suite covenant documents **MUST** be registered with the Land Title office prior to final approval.

Name of contact person: _____ Phone #: _____

Name of applicant: _____ Phone #: _____

Applicants Signature: _____ E-mail address: _____

BP Fee: _____ BG Permit #: _____ SU/TRU Permit #: _____

PLEASE TURN PAGE OVER →

DRAWING REQUIREMENTS:

Please check with front counter staff to see if we have a floor plan on file that you can use first. Also, in some areas in Maple Ridge – **due to flood plain issues – lower levels may not be able to be finished into living space.**

Drawings submitted must show detailed floor plans including dimensions of each room, windows and door sizes.

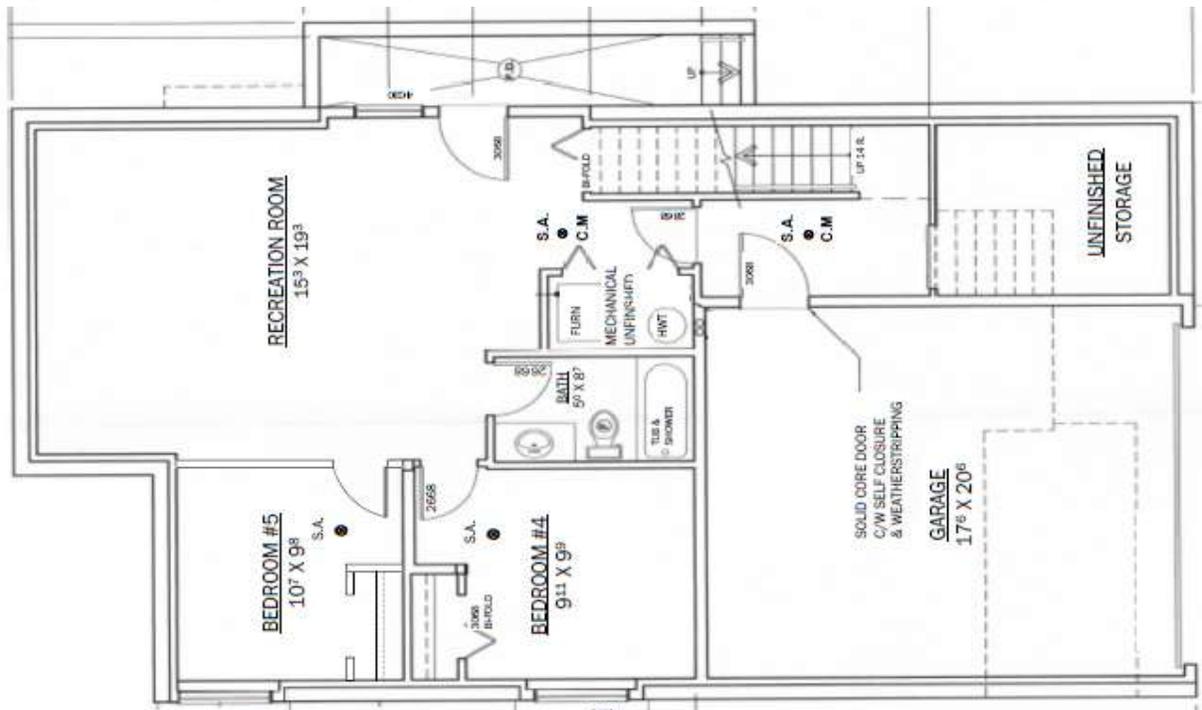
Each room must be clearly labeled for use. If applying for a TRU – you must submit floor plans for the entire house.

You require the following in order to apply for a building permit:

- Copies of liability insurance and a Schedule B for **each** Professional Engineer working for you (e.g., Structural, Geotechnical, Fire Suppression) will be required if you are planning on removing walls or increasing the size of openings in load bearing interior or exterior walls,
- 2 complete sets of plans **drawn to scale with a ruler**; floor plan(s), cross sections (Minimum acceptable size of drawings to be not less than 11 x 17 and will not be accepted in pencil),
- Site plan showing the required parking space if a rental suite is being installed, and
- Drawings submitted must show detailed floor plans including dimensions of each room, windows and door sizes.

Each room must be clearly labeled identifying use.

The following sample drawings is provided for your reference, if installing a Suite or TRU then kitchen layout is to be included



The following forms are available at the Building Department front counter or on our web page: www.mapleridge.ca. All forms must be completed when submitting your plans for approval.

- Basement Finish Permit Application
- [Owners Acknowledgement of Responsibility - Simple Buildings](#)
- [Letter of Authorization - General](#)

IF YOUR PROPERTY IS ON A SEPTIC SYSTEM AND/OR A WELL, THE FOLLOWING WILL BE REQUIRED:

Note: You may apply for your building permit before you have any of the following, however you will not be able to obtain your permit or start building until the requirements have been met.

- Provincial “Sewerage Regulation” compliance must be obtained and verified by an “authorized person” acceptable to the Municipality.
- [Certificate of Well Water Quantity and Potability](#)