



Decommissioning Requirements for Secondary Suites or TRU's - CHECKLIST

For a secondary suite or Temporary Residential Unit (TRU) to be deemed removed and no longer have additional service charges applied to the property the following criteria is required:

1. If basement was finished **without** permits (and you wish to keep the basement finished but remove the suite):

- ☐ Basement finish application with drawings
 - Building, Plumbing, Electrical inspections are required **prior** to commencing work
- ☐ Electrical permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Ensure that the range wiring has been removed from the receptacle back to the panel; and
 - Ensure that the hood fan is properly terminated at the appliance location.
- ☐ Overhead kitchen cabinets are to be removed.
- ☐ Gas Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence) :
 - Cap the gas supply at the appliance location and at the supply location within the mechanical room if gas is supplied to range location.
- ☐ Plumbing Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Remove kitchen sink (may be replaced with a bar sink)
 - Verify finished bathroom is done to current code (fixtures and piping)
- ☐ Fees associated with the permits and decommissioning process are the responsibility of the current owner.

2. If Basement was finished **with** permits (and you wish to remove the suite):

- ☐ Change of Use application (to change from a secondary suite to just a finished basement) is only required where the suite was previously registered. No building permit is required if suite was not registered.
- ☐ Electrical permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Ensure that the range wiring has been removed from the receptacle back to the panel.
 - Ensure that the hood fan is properly terminated at the appliance location.
- ☐ Gas Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence) :
 - Cap the gas supply at the appliance location and at the supply location within the mechanical room.



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- ☐ Overhead kitchen cabinets are to be removed.
- ☐ Plumbing Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Remove kitchen sink (may be replaced with a bar sink)
- ☐ A Form C Discharge Document
 - Property Owner(s) must provide a Notarized Form C to discharge the secondary suite or TRU covenant if registered on title
- ☐ Fees associated with the permits and decommissioning process are the responsibility of the current owner.

**** Please note****

Staff from the Building Department will notify the City's Taxes Department to have the additional service charges related to the secondary suite or TRU removed from the property taxes once **all** items on this checklist and all associated permits are completed.

For more information on decommissioning secondary suites or TRU's, please contact the Building Department by phone at 604-467-7311 or by e-mail at permits@mapleridge.ca