

Meaning:

A TRU is permitted under the City's Zoning Bylaw and is intended for the use of a family member as defined under this bylaw. This allows for the installation of a second cooking facility without the additional code upgrades for a rental suite. In this case – as family – the house is considered as a single housekeeping unit with interaction of those that occupy the house allowing for the lesser life safety standard.

Step 1:

The following are minimum criteria that must be met before consideration can be given to authorize the installation of a Temporary Residential Unit (TRU):

- If the property is located within a designated floodplain (to be verified at city hall), a TRU is not permitted,
- If the property is located on land within the ALR a TRU is not permitted unless ALC approval is granted.
- If there is a "No Suite" covenant on your property, this covenant will have to be removed, through a notary or lawyer
- Only one TRU will be permitted in a single family home,
- The TRU must be no larger than 40% of the habitable floor space of the entire building.
- A parking space measuring 2.8m wide x 5.5m long must be provided on the lot for the TRU in addition to the two parking spaces required for the house (tandem parking is permitted),
- A TRU (relative/nanny) will not be permitted if a secondary suite, accessory boarding use, or detached garden suite already exist on the property, and
- The property owner must live in either the main part of the house or in the TRU.

NOTE: If the above criteria are not met then the TRU will need to be decommissioned.

Step 2:

If the above criteria are met, the following will need to be provided as part of the process to legalize the TRU:

- If your basement is currently unfinished or was completed with a permit and there is no change other than installing a kitchen; then a "Change of Use" building permit is required - proceed to **"Step 3"**.

If the basement was finished without permits or changes in the original layout have been made:

- A "Special Inspection" application is to be completed to begin the TRU registration process. This application is to be accompanied by a floor plan showing the proposed layout of the TRU plus the upper floor(s) and a site plan showing the parking space.
 - A site inspection will be conducted as part of this application to determine what will be required to bring the space into compliance with all applicable codes regulating construction and installation of a TRU.
 - After the inspection, a letter will be mailed to the registered owner(s) advising what upgrades, if any are required in order to bring the TRU into compliance.

NOTE: The TRU must comply with the current BC Building Code requirements for life safety and all required permits must be obtained, inspected and finalized.

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."

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Step 3:

- Once the inspection has been completed the following will be required to complete the legalizing of the TRU:
 - A building permit is required; you must apply for this and provide two sets of complete drawings for the TRU. See "Basement Finish Permit Application Guide" for requirements,
 - Drawings must include **all floors** to allow for calculating the maximum 40% floor area. Upper floor drawings only need exterior dimensions of living space and interior stair(s).
 - An electrical permit will be required for the installation of the second range, for the verification of the electrical installations compliance to the Canadian electrical code and to correct any issues of non-compliance,
 - If there is an existing stove, we require a certified electrical contractor licenced to work in the City of Maple Ridge to obtain an electrical permit & submit declaration.
This permit can only be taken out by a certified electrical contractor licenced to work in the City of Maple Ridge.
 - If plumbing, sprinkler or gas permits are required, these must be obtained by **certified contractors licenced to work in The City of Maple Ridge**,
 - Inspection Services will perform a series of inspections once these permits are issued.
 - Housing agreement to be registered on title (see * below), and
 - Once all the inspections have been completed and finalized and the covenant registered on title, the TRU may be occupied.
 - Provincial "Sewerage Regulation" compliance must be obtained for a TRU that is being constructed on a lot that is not on Municipal sanitary sewer. Compliance is to be verified by an "authorized person" acceptable to the City (e.g. civil engineer or registered on-site waste water practitioner). This compliance form must be submitted at the time of permit application.
 - * The Housing Agreement covenant must be registered with the Land Title Office. Contact staff in the Inspection Services Department (604-467-7311) to obtain a **sample** covenant that may be taken to a lawyer or notary for execution.
- Note:** The "Housing Agreement Covenant" is registered against the **property**, not the owner and will remain registered against the property until such time as the owner of the property has the covenant removed.

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If the TRU is a Mobile Home then the following criteria must be met:

- If the mobile home has not yet been installed on the property then no special inspections are required and **Step 3** is followed.
- Mobile Home is permitted if property is 0.4 hectares or larger,
- Mobile Home **must be**:
 - equipped with a sprinkler system in compliance with NFPA-13D,
 - built after January 1, 1992,
 - CSA - Z240 MH series approved,
 - CSA - Z240.2.1-92 structural requirements,
 - CSA - Z240.10.1-94 site preparation, foundation and anchorage of mobile home,
- Septic disposal system filing copy must be submitted with the Building Permit application in accordance with the "Sewerage Regulation" of BC
- Water and sewer and electrical permits required
- Extra water and sewer charges apply annually (except if property is on well or septic)

The following documents will provide the necessary information to apply for a building permit for a TRU:

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

Schedule of Fees:

- Special Inspection application fee of **\$270.00**,
- Permit fees vary depending on the work being done (these costs are over and above the \$250.00 special inspection fee). The exact fees will not be known until the permits are ready to be issued, and
- Extra water and sewer charges apply annually (not applicable if on septic and/or well).

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