



Lawyer Letter Requests

“Building Record Search”, “Lawyer Letter”, “Letters of Permits and Inspections”, “File Research and Letter”.....and similarly titled legal requests for Licences, Permits and Bylaws information on a property.

The Licences, Permits and Bylaws Department can provide information for legal purposes (**must be** requested by a lawyer, notary or other legal professional) for any District of Maple Ridge property for which information and records are available routinely.

The fee for this service, as stated in the current District of Maple Ridge Building Bylaw, is \$79.00 plus tax per parcel or building file.

Payment (by cash, cheque, Visa or MasterCard) is payable to the District of Maple Ridge and must be received with the written request. The letter of request must include:

- Requestor name, address, phone and fax number
- Address of requested property
- Legal Description of property
- Strata Lot Number (if applicable)
- PID/Roll number of property (optional)

If you require specific information, please include that in your request, otherwise a general letter will be provided, which could omit a specific concern.

A Building Record Search will provide the following:

- A zoning map of the property and the applicable section of the District of Maple Ridge Zoning Bylaw which outlines appropriate uses for that section
- Outstanding Permit issues
- Business licences
- Current Bylaw complaints

Requests for copies of “all” property records, including plans, reports, etc should be directed to the District of Maple Ridge Clerk’s Department at 604-463-5221. These requests can take up to thirty (30) days to process.

For Planning Department information, please contact the District of Maple Ridge Planning Department at 604-467-7341.

For Health Department Information, please contact the Health Unit, 400 - 22470 Dewdney Trunk Rd, Maple Ridge, BC V2X 5Z6, Phone: 604-476-7000, Fax: 604-476-7077.

For Fire Inspection or Fire Department record information, please contact the Maple Ridge Fire Department at 22703 Dewdney Trunk Rd, Maple Ridge, BC V2X 3K3, Phone: 604-463-5880, Fax: 604-467-7332, email fire@mapleridge.ca.

Letters will be prepared within two weeks of the initial request. If indicated in the request, a copy can be faxed to the requestor with the original copy and related attachments forwarded by mail.

If you have any questions, please contact the Administrative Program Assistant for the Licences, Permits and Bylaws Department at 604-467-7391.