



Building Permit Application Guide for Commercial, Industrial, Multifamily and Institutional Buildings

This guide describes the Building Permit Application process for a new or addition proposal for **Commercial, Industrial, Multifamily and Institutional Buildings**. It is a convenience document that addresses most of the common issues. Not all requirements are applicable to every project and in some cases, further documents are required.

General

1. All Building permits for new construction or additions *should* have a Pre - application meeting. Approximately 4 weeks before the anticipated BP submissions date, coordination with a Building Official together with personnel from the Planning, Engineering, Fire, Public works Departments to work in conjunction with the proposed design is recommended.
2. The Development process should be in an advanced stage prior to making any building permit application (confirmation from the Planning Department is required).
3. Only complete submissions will be accepted (including building, environmental, engineering and planning requirements).

Requirements

1. **Fire sprinkler** systems are required by the Corporation of the District of **Maple Ridge Sprinkler Bylaw No. 6184 – 2003** for all new buildings and for additions or structural alterations where the construction value of the work indicated on the date of the building permit application exceeds 50% of the BC Assessment value of the building .
Fire suppression systems are to be designed in accordance with the Building Bylaw, BC Building Code and NFPA standards.
2. **Separate trades permits** for electrical, drainage, plumbing, gas and sprinkler works are required by certified contractors and can be applied for **after** the main Building Permit is issued.
3. **Commercial Cooking Installations and Spray Booths** units are to be fully described in the Building Permit Application.
4. **Separate Sign Permit Applications** complete with drawings & an electrical permit are to be applied for at the Building Dept.
5. Ensure that the **Building Permit Application Form** has been completed.
6. A sealed schedule 'D' or letter stating compliance to current seismic regulations is required.

Building Permit Application

In addition to the Building Bylaw requirements, it is *recommended* that the drawings/documentation are packaged as described below to ensure quicker turn around times for Building Permit applications. Specifics of requirements and documents to be submitted will be established at the Pre-application meeting (see “General notes” above).

Summary of Recommended Drawings

Building Dept		Mechanical/Plumbing Dept	
** 4 sets	Architectural (including 1 PDF file on a CD)	3 sets	Electrical
3 sets	Structural	3 sets	Civil on site and off site with sediment & control plan.
3 sets	Mechanical , HVAC and Plumbing drawings	3 sets	Landscape

**** Additional Architectural Plans** - Although it is the requirement that 3 full scaled drawings are required during the Building Permit application submission as per the Building Bylaw, it is *recommended* that 3 sets of full scaled Architectural (BCBC Code compliance) Plans and an additional electronic Architectural Plan in PDF format on a compact disk is to be forwarded at the Building Permit application submission date.



Building Permit Issuance

1. Building Permit application fees are payable as per the District of Maple Ridge Building Bylaw
2. Fees, charges, deposits, securities and development cost charges are to be paid **PRIOR** to Building Permit or Foundation Permit Issuance (see table below)

Fees & Deposits	
Non – refundable (Cash, Cheque, Debit Card or if applicable, Letter of Credit)	Refundable (Cash, Cheque, Debit Card or if applicable, Letter of Credit)
<ul style="list-style-type: none"> • Balance of Building Permit Fee • Building Code Equivalency Review Fees • GVS & DD Development Cost Charges • DMR Development Cost Charges • Engineering Service Connection Installation Fee • Driveway Crossing or Culvert Installation Fee(s) • Highway Use Permit Fee • Water Meter Installation Fee • Asphalt and Concrete Testing Fee • Administration Fee • As-built Drawing Fee (if applicable) • Late Comer Fee • Other fees may apply 	<ul style="list-style-type: none"> • Landscape Securities • Development Permit Security • Erosion Sediment Control (ESC) Security • Other fees may apply <p style="text-align: center;">No security refunds are given until final occupancy is approved.</p>

Development Cost Charges (DCC)

The District of Maple Ridge and the Greater Vancouver Sewage and Drainage District (GVS&DD) DCC's are applicable for new buildings, additions and other new floor areas.

Please note that the method for payment on DCC's is Cash, Cheque or Debit Card. **Credit Cards are not accepted.**

Exemptions and reductions for DCCs:

- Motor vehicle parking areas and bicycle storage areas
- Multifamily residential project that is less than 4 self contained dwelling units
- Building permits where construction value of the work does not exceed \$50,000
- Building exempt from taxation as per Local Government Act
- Where no additional sewer service load is added
- DCC's are credited for existing building being demolished on the same property
- Floor area includes all covered area (including occupied roofs) except multifamily covered balconies, porches and patio areas