



New Single Family Dwelling/ Detached Garden Suite Check Sheet

THIS CHECK SHEET IS PROVIDED TO ASSIST YOU WHEN APPLYING FOR A PERMIT TO BUILD YOUR NEW HOME.

You will 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.
- 2 complete sets of your house plans, including foundation plans, floor plan(s), cross sections, elevations, roof layout and exterior detail.
- 2 site plans (in metric) showing house dimensions, roof overhangs, lot dimensions and the distance the house will be from all property lines and from any other existing buildings on the property such as sheds garages barns etc. For parcels of land less than 1 acre, the site plan must show all grade elevations and drainage flow.

The following forms are available at the Inspection Service Department counter or on our web site at: http://www.mapleridge.ca/EN/main/municipal/applications_forms.html Forms must be completed when submitting your plans for approval.

- Building Permit Application
- Single Family Dwelling Building Permit Application Checklist
- Zoning Compliance Summary Checklist
- Owner's Acknowledgement of Responsibility for Simple Buildings

NOTE: you will be required to have a legal survey certificate on site when calling for your foundation inspection. This survey must be obtained from a BC Land Surveyor. If the property is one acre or more this survey may not be required. You will be advised at the time you pick up your permit

Documents required PRIOR to permit issuance:

Please 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.

- Completed and notarized Homeowner Protection Office (HPO) Declaration and Disclosure Notice. Form may be obtained from the HPO office (for information on this Disclosure Notice, please **contact the HPO office** at 1-800-407-7757).
- Erosion and Sediment Control Schedule 'C' and sealed site plan for sediment erosion control.
- A sealed schedule 'D' or letter stating compliance to current seismic regulations

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

- Provincial "Sewerage Regulation" compliance must be obtained and verified by an "authorized person" acceptable to the Municipality.

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

- A certificate of well water quantity and quality must be obtained and executed by a “Professional Engineer” acceptable to the Municipality, certifying that the well or wells on the **Premises** will be capable of supplying at least 2,250 litres of water per day on a year round basis.

FOR DETACHED GARDEN SUITES (DGS):

- **A Housing Agreement covenant AND a Parking covenant** must be registered with the Land Title Office.
- Once a building permit has been applied for, contact a Development Services Technician in the Inspection Services Department (604-467-7311) and the covenant documents will be prepared for you at a cost of \$30.25 each (subject to change).
- When the documents are ready, you will be contacted to make an appointment to come in and sign the documents as well as provide a cheque in the amount of \$73.40 each covenant (subject to change) for the registration fees. Please make cheques payable to the **Land Titles and Survey Authority of BC**. We provide Commissioners to witness signatures at no extra cost to you, or if you prefer you may take them to a notary.
- Once signed by the Mayor and Corporate Officer, copies of each covenant will be sent to the Land Titles office for registration.
- Once registration is completed, copies will be forwarded to you.

Please note that these "Covenants" are registered against the property, not the owner, and will remain registered against the property until such time as the present or future owner of the property has them removed.