



## Accessory Building Check Sheet

**WE ARE PROVIDING THIS CHECK SHEET TO ASSIST YOU WHEN APPLYING FOR A PERMIT TO BUILD YOUR ACCESSORY BUILDING (shed, garage, workshop, greenhouse, sundeck, barn etc.)**

If any further information is required, please feel free to ask at the Inspection Services Department counter.

### **YOU WILL NEED 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.
- Completed building permit application form, which is available at the Inspection Services Department counter or our webpage at [www.mapleridge.ca](http://www.mapleridge.ca)
- 2 complete sets of plans, including a foundation plan, floor plan(s), cross sections, elevations and roof layout. If you prefer, we have a drawing template for basic designs available for you to use.
- 2 site plans (in metric) showing the dimensions of the building, roof overhangs, lot dimensions and the distance the new building will be from all property lines, from the house and from any other existing buildings on the property such as sheds garages barns etc.
- Accessory buildings over 1,000 sq ft require a sealed schedule 'D' or letter stating compliance to current seismic regulations.
- Plan check fee required upon application.

**NOTE:** Once your permit has been issued, you **may** be required to supply this department with a legal survey certificate on your foundation forms before you pour concrete. This must be obtained from a BC Land Surveyor. You will be advised at the time that you pick up your permit as to whether this is necessary.

If applicable, electrical, plumbing and gas permits must be obtained prior to doing the work. If homeowners are doing their own work, a declaration, provided by this office must be signed stating that they are in fact doing their own work and not hiring a contractor to assist.

### **IF YOUR PROPERTY IS ON A SEPTIC SYSTEM, THE FOLLOWING WILL BE REQUIRED:**

- Provincial "Sewerage Regulation" compliance must be obtained and verified by an "authorized person" acceptable to the District.
- Please Note:** You may apply for your building permit before you have the septic and well approvals, however you will not be able to obtain your permit or start building until the requirements have been met.