



Secondary Suite Checklist–Existing Secondary Suite

You must comply with the following to register an existing secondary suite:

- If the property is located within a designated floodplain a suite is not permitted, unless the space for the suite is located above the floodplain.
- If the property is zoned R-1, R-3 or CD-1-93, suites are not permitted.
- If there is a “No Suite” covenant on your property, this covenant will have to be removed.
- Only one secondary suite will be permitted in a single family home.
- The suite must be a minimum of 37^{m2} and a maximum of 90^{m2} in size (398.3 - 968.75^{sf}).
- Must be less than 40% of habitable floor space of the building as per Section 9.36 of the current BC Building Code.
- A parking space must be provided on the lot for the secondary suite in addition to the two parking spaces required for the house (tandem parking is permitted).
- A secondary suite will not be permitted if there is already a temporary residential use compassionate suite or accessory boarding use on the property.
- The property owner must live in either the main part of the house or in the secondary suite.

If you meet the above criteria, please provide the following:

- Provincial “Sewerage Regulation” compliance must be obtained for secondary suites which are not on municipal sanitary sewers and are to be verified by an “authorized person” acceptable to Municipal Inspection Services.
- The suite must comply with the current BC Building Code requirements for secondary suites and all required permits must be obtained.
- An application for suite registration is to be completed accompanied by a floor plan of your suite including all dimensions. A registration fee will be paid for at this time.
 - You are to arrange for a site inspection to be permitted on your suite in order to check for building and plumbing code compliance and parking regulations.
 - After the inspection, the inspector will mail a report to you advising you of what upgrades, if any are required in order to bring the suite up to code.
 - If a building permit is required, you must apply for this and provide two sets of complete drawings for the suite. An electrical permit will be required for the installation of the second range and must be taken out by a certified contractor licensed to work in Maple Ridge. If plumbing or gas permits are required, again must be certified and licensed.
 - Inspection Services will perform a series of inspections.
 - Once all the inspections have been completed and finalized, and the registered Housing Agreement has been submitted (see * below), an Occupancy Permit will be issued.

*The Housing Agreement covenant must be registered with the Land Title Office. Contact a Development Services Technician in the Inspection Services Department at (604-467-7311) and the documents will be prepared for you at a cost of **\$30.25**. 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 made out to **the Land Titles and Survey Authority of BC** in the amount of **\$73.40** for the registration fee. We provide Commissioners to witness signatures at no extra cost to you, **or** you may take them to a notary. Once signed by the Mayor and Clerk, all copies of the covenant will be sent to the Land Titles office for registration. Once registration is completed, a copy will be forwarded to you.

Please note that this "Covenant" is 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 it removed.

Schedule of Fees:

Registration is a **one time only** fee of **\$250.00**

Permit fees vary depending on the work being done (these costs are extra)

Double water and sewer charges apply annually (not applicable if on septic or well)