



## Secondary Suite Checklist – New Secondary Suite

### You must comply with the following to register a new secondary suite:

- If your property is located within a designated floodplain you are not able to have a suite unless the property is located above the floodplain.
- If your 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<sup>m2</sup> and a maximum of 90<sup>m2</sup> in size (398.3<sup>sf</sup> to 968.75<sup>sf</sup>).
- 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:

- The suite must comply with the current BC Building Code requirements for secondary suites.
- Provincial “Sewerage Regulation” compliance must be obtained for secondary suites which are not on municipal sanitary sewer and are to be verified by an “authorized person” acceptable to municipal Inspection services.
- Application for a building permit is to be completed and accompanied by two sets of complete drawings for the suite.
  - o Once we have approved the plans you will be contacted and advised that you can now come in to pay for the building permit.
  - o Electrical, plumbing and gas permits must be taken out by certified contractors licensed to work in Maple Ridge.
  - o Inspection Services will perform a series of inspections.
  - o Once all inspections are completed and finalized, and the registered Housing Agreement Covenant 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 (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 payable 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:** Permit fees vary depending on the work being done (those costs are extra)  
Double water and sewer charges apply annually (not applicable if on septic or well)