



Deep Roots
Greater Heights

Temporary Residential Use (TRU) Check Sheet

This check sheet is to assist you when applying for a Temporary Residential Use (TRU)

A TRU will NOT be permitted if:

- Your property is located within a designated floodplain unless the property is located above the established floodplain.
- There is a secondary suite, detached garden suite or boarding use on the property.
- The property owner does not reside in the house (either in the TRU or in the main part of the house).

Building Permit:

- If your basement was completed without the benefit of a Building Permit, then you need to visit the Building Department front counter to submit 2 sets of drawings along with a basement finish permit application.
- If your basement was completed with a permit, then you need to visit the Building Department front counter to apply for a "Change of Use" building permit. A Change of Use building permit requires 2 sets of drawings.
- All Building Permit applications must include:
 - Owners Acknowledgment form
 - TRU Agreement form
 - Two sets of drawings showing room dimensions, overall window size and the dimensions of the openable portion, door sizes, kitchen layout and all rooms labeled with intended use.
- Drawings must include **all floors** to allow for calculating the maximum 40% floor area. Upper floor drawing only needs exterior dimensions of living space and interior stair(s).
- Once a building permit is issued other permits such as electrical, plumbing, gas and sprinkler can be taken out by certified contractors. Work is not to be covered or concealed until District inspection staff have completed their inspections and have approved the work.

Mobile Home for TRU:

- Mobile Home is permitted if property is 0.4 hectares
- Mobile Home **must be**:
 - equipped with a sprinkler system in compliance with NFPA-13D
 - built after January 1, 1992
 - CSA - Z240 MH series approved
 - CSA - Z240.2.1-92 structural requirements
 - CSA - Z240.10.1-94 site preparation, foundation and anchorage of mobile home
- Septic disposal system filing copy must be submitted with the Building Permit application in accordance with the "Sewerage Regulation" of BC
- Water and sewer and electrical permits required
- Extra water and sewer charges apply annually (except if property is on well or septic)

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In addition to a building permit application, please note the following:

- The TRU suite is not permitted to be more than 40% of the habitable square footage of the house.
- An electrical permit is required for the installation of the **new** second stove and must be taken out by a certified electrical contractor licenced to work in the District of Maple Ridge.
- If there is an existing stove, we require a certified electrical contractor licenced to work in the District of Maple Ridge to obtain an electrical permit & submit declaration.
- The property owner must register the TRU with Land Titles (these documents will be done with the building permit application, for a fee of \$30.25) and sign the TRU agreement. When the documents are ready, you will be contacted to come in and sign them as well as provide a cheque for \$74.00 payable to **The Land Titles and Survey Authority of BC** to register the covenant (Fees are determined by the Land Titles and Survey Authority of BC and are subject to change without notice).

We can provide Commissioners to witness signatures at no extra cost to you. Once the documents are signed by the Mayor and Clerk all copies of the covenant will be sent directly to the Land Titles office for registration. Once the Land Titles office completes the registration they will forward copies back to the District and the District will send copies of the covenant to you.

- The "Housing Agreement 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. Once the relative no longer resides in the TRU, please contact the District's Building Department as the kitchen must be removed and inspections performed.