

This guide is being provided to offer assistance when applying for an addition or renovation to an existing home or accessory building.

The following identifies the minimum criteria needed to be met before an Addition can be designed and constructed on a property in Maple Ridge:

- 1) Where an addition is proposed on lands within the Agricultural Land Reserve, approval from the Agricultural Land Commission may be required prior to applying for a Building Permit. Contact the City's Planning Department @ 604-467-7341 for information on this process and the criteria.
- 2) Height, siting, and lot coverage of the proposed Addition must comply with Maple Ridge Zoning Bylaw #3510-1985 for the applicable lot zoning. Information may be obtained from the planning department 604-467-7341 or on the city's web site under "bylaws".
- 3) Required fees for any necessary works & services upgrades to the property are to be paid to the City's Engineering Department. Contact this Department at 604-467-7339 to determine what may be required. These fees are applied where the City may require improvements to or the installation of roads, curbs, sidewalks etc. and the method by which the electrical power is provided to the property (over head or underground).
- 4) If your property is located within a designated floodplain additional engineering will be required to resist flooding, potential uplift and the impact of surface water flows on adjacent properties. For property's located within Lower Hammond flood plain the following guide will provide more specific information [Lower Hammond Area Covenant](#) .
- 5) For lots located in a floodplain, a restrictive covenant<sup>(4)</sup> will need to be registered on title to reflect the restrictions involved with constructing within a floodplain. Should a covenant already be registered on title, this document may need to be revised to reflect current flood construction levels (FCL). To confirm if your property is located within a floodplain please contact the City's Building Department. To determine the FCL an Engineer will need to be contracted to provide this value under a sealed letter.
- 6) If a property is located within the Fraser River Escarpment area, additional construction, engineering and covenants<sup>(4)</sup> may apply depending on the properties location. The following link will provide you with more specific information around this area ([Fraser River Escarpment Policies Summary - Building Permit Requirements](#)). The Fraser River escarpment area is located between; the Fraser River to the South, 124<sup>th</sup> Avenue to the North, 207<sup>th</sup> Street to the West and 224<sup>th</sup> Street to the East.
- 7) Property located within Wildfire hazard areas may require additional measures to limit the potential for fire spread. Contact the City's Planning Department at 604-467-7341 for additional information.
- 8) For lots located adjacent to slopes a geotechnical engineer is to be consulted to ensure the additions location will not affect or be affected by slopes. See sloping site bulletin 2012-02.
- 9) Where the construction value of the proposed work exceeds 50% of the houses BC Assessment Authority assessed value a fire sprinkler system will need to be installed throughout the entire house.
- 10) For lots that have streams, ponds, etc located on or adjacent to them, contact the Environmental section of the City's Planning Department for setbacks, habitat protection or repair.
- 11) Provincial "Sewerage Regulation" compliance must be obtained for an addition that is being constructed on a lot that is not on Municipal sanitary sewer. This is to be verified by an "authorized person" acceptable to the City (e.g. Civil Engineer or registered on-site waste water practitioner). This compliance form must be submitted prior to permit issuance.

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12) A hazardous materials assessment will need to be done for houses constructed prior to 1990 for asbestos and other hazardous materials commonly used in construction prior to that date. Contact WCB at: (604) 276-3100 or [www.worksafebc.com](http://www.worksafebc.com) for more information on this matter.

Once the above mentioned items have been considered the following information is required 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, Plumbing);
- For sloping sites or sites built adjacent to slopes - either above or below – an engineer’s sealed APEGBC Appendix 'D' form (Land Slide Assessment) is required.
- For sites located within a flood plain – an engineer’s sealed APEGBC Appendix 'J' form (Flood Hazard Assessment) is required. The required covenant as mentioned in '5' above is also required.
- 2 complete sets of plans, including foundation plans, floor plan(s), cross sections, elevations, rain screen and energy compliance details and roof layout;
- 2 site plans (in metric) showing building dimensions, roof overhangs, lot dimensions and the distance the building and addition will be from all property lines and from any other existing buildings on the property such as sheds, garages, barns, pools, etc.
- The site plan must show all grade elevations and surface drainage flow patterns;

The following documents will provide the necessary information to apply for a building permit. These documents are available online at [www.mapleridge.ca/184/Building](http://www.mapleridge.ca/184/Building) or at the Building Department front counter:

- Single Family Dwelling/DGS Checklist ([Single Family Dwelling Checklist](#))
- Residential Building Permit Application (<http://www.mapleridge.ca/190/Application-Forms>)
- Zoning Checklist (<http://www.mapleridge.ca/187/Checklists>)
- Owners Acknowledgement of Responsibility – Simple Buildings ([Owners Acknowledgement of Responsibility - Simple Buildings](#))
- [Yards Document](#)
- Letter of Authorization – General for non-owner applicants ([Letter of Authorization - General](#))
- Certificate of Well Water Quantity and Potability ([Certificate of Water Quantity and Potability](#))

**NOTE:** You will be required to have a legal survey certificate on site when calling for your foundation **“Forms”** 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. Your drawings will indicate this requirement.

**Note:** The Restrictive Covenant(s) 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 the covenant removed.

(4) The Restrictive Covenant(s) must be registered with the Land Title Office. Contact a Development Services Technician in the Building Department at 604-467-7311 to obtain a **sample** covenant that may be taken to a lawyer or notary for execution.