

This guide is being provided to provide assistance in using the Building Departments current services being provided online. These services are in addition to our email offerings as indicated in the footer to these pages.

**TRADES PERMIT APPLICATIONS:**

All plumbing, electrical, gas and sprinkler permits that do not require drawings as part of the application may be sent to [permitapplications@mapleridge.ca](mailto:permitapplications@mapleridge.ca) for processing. Once the permit has been processed you will receive an email with the information necessary to pay for your permit online. Please ensure the email that is provided on the application form is for the person authorized to make credit card payments (\$6000.00 max. limit on credit card transactions). Heat loss calculations, hydronic calculations and any other documentation where the file size is less than 10MB total, can be submitted with the applicable plumbing, gas or sprinkler permit applications via the above email.

**PERMIT PAYMENTS ONLINE:**

The City of Maple Ridge Building Department has now moved to online payment for permit fees to a maximum value of \$6,000.00 per transaction. When the permit is ready for payment you will receive an email that contains the bill number, the permit number and a link to the website where you will make your payment. The information may look similar to this.

Folder Number	F	Fee Code/Description	Fee Amount	Bill Number	Paid?
2020 104888 000 00 PG	11995 HAN	Plumbing Permit Fee	\$10.00	251211	Not Paid

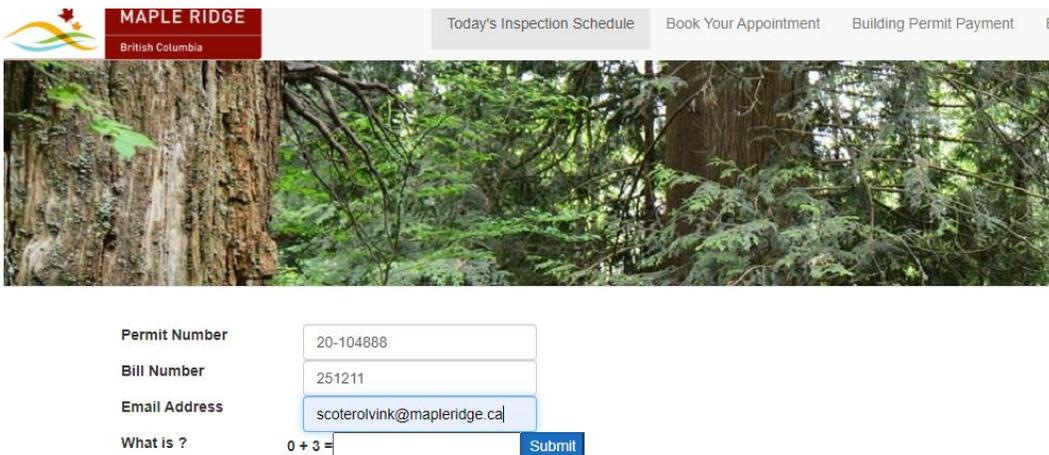
**Building Department Online Payment**

[Click here](#) to pay for your Building, Sprinkler, Electrical, Gas, Plumbing and Sign Permits. When your permit is ready for payment you will receive an email containing the Permit Number and Bill Number. Online payment is limited to a maximum of \$6000.00 per transaction.

**Building Department Online Permit Submissions**

[Click here](#) to submit building permit Applications. This service is being provided at this time to deal with the current

This is the link to the web location <https://www2.mapleridge.ca/BuildingPermitPayment> or go to eServices.



The screenshot shows the top navigation bar of the City of Maple Ridge website with links for 'Today's Inspection Schedule', 'Book Your Appointment', and 'Building Permit Payment'. Below the navigation is a large image of a forest. The main form area contains the following fields:

- Permit Number: 20-104888
- Bill Number: 251211
- Email Address: scoterovink@mapleridge.ca
- What is ? 0 + 3 = [input field] [Submit]

Enter the permit number (you must include the dash between the year and number), bill number and your email address, the skill testing question☺ then click submit.

**PLEASE TURN PAGE OVER** ➡

After you click submit, you will see the following screen, if you have entered all the information correctly.

**Exit**

Manage your Bills:

Fee Description	Amount
Plumbing Permit Fee	\$10.00
<b>Total:</b> \$10.00	

**Pay Fee**

**Exit**

Confirm your payment:

We will be charging a total amount of \$10.00.

You will be taken to our payment processing site.

**Pay now**

Click the “Pay Fee” to start the transaction. Click “Pay now” to move to the payment window.

You will then be taken to the city’s online secure payment site where you will complete the required information for payment.



**Online Services**  
Maple Ridge offers a number of online services including Recreation registration, Home Owner Grant applications, interactive Mapping and more.

11995 Haney Place  
Maple Ridge, BC Canada V2X 6A9  
Tel: 604-463-5221  
Fax: 604-467-7329

Municipal Hall Hours:  
8:00 am - 4:00 pm Monday to Friday  
Closed on Statutory Holidays

**CONTACT INFORMATION**  
Tel: 604-463-5221

### Secure Payment Form



### Payment Information

All Address & Payment information is required.

#### Address Information

Name:

Phone Number:

Address Line 1:

Address Line 2:

City:

Province:

Postal Code:

Country:

Email:



Invoice/Order Number: 20-122560261472

Amount: \$10.00 CAD

Payment Method:

Name on card:

Card Type:

Card Number:

Expiration Date:  /

Card CVD:  [What's this?](#)

**Continue >>**

**PLEASE TURN PAGE OVER** 

You will then receive a success or failure for the payment. If you click the “Download Permit” button you will see an unofficial version of your permit as it does not contain the issued or expiry dates. The “Return to Home” Button will take you back to the first payment screen should you have additional bills to pay.

[Exit](#)

**Payment Result:**

Thank you for your payment. A confirmation email will be sent to scoterolvink@mapleridge.ca.

**Temporary Permit:** [Download Permit](#)

**Order Number:** 20-104888251211

**Authorization Code:** TEST

**Payment Amount:** \$10.00

**Payment Status:** Approved

[Done](#) [Return to Home](#)

 <p><b>UNOFFICIAL - CITY OF MAPLE RIDGE</b> Business Licensing, Permits, and Bylaws - Phone: 467-7311, Fax: 467-7461</p> <p>24 HOUR INSPECTION LINE - 604-467-7389 (3:00 pm is the cut-off time for next day inspections)</p> <p>Permit Number: 20.0019-108170-000-00-TC Tree Cutting Permit/Rural/ALR</p>	<p>Name of Owner or Agent (Please Print) _____</p> <p>Date _____</p>
	<p>Signature of Owner or Agent _____</p> <p>Issued By _____</p>
	<p>Issue Date: _____</p> <p>Expiry Date: _____</p>

You will also receive two emails one verifying internet payment and the second verifying that it has gone through at the city’s level. The second email will also contain a link to both the unofficial version of your permit and within 24 hours, access to the official version.

\*\*\*\*\*  
\* Please DO NOT reply to this email \*  
\*\*\*\*\*

**INTERNET PAYMENT RECEIPT**

Order Date: 2020-10-16 9:48:48 AM  
Bank Order Number: 20-104884250991  
Bank Auth Number: TEST  
Order Total: 5.00 CAD  
MapleRidge RefNo.: 20-104884

Name on Card: Building  
Card Type: VI  
Email Address: [msardenberg@mapleridge.ca](mailto:msardenberg@mapleridge.ca)

**BILL TO:**  
Name: Building Test  
Address Line 1: 11995 Haney Pl  
Address Line 2: 11995 Haney Pl  
City: Maple Ridge  
State/Province: BC  
Zip/Postal Code: V2X 6A9  
Country: CA  
Phone Number: 6044677311

 noreply | Stephen J Cote-Rolvink  
Building Permit { Permit # : 20-104888 } Payment Confirmation.

**MERCHANT INFO:**  
Online Address: <https://can01.safelinks.protection.outlook.com/?url=https://www2.mapleridge.ca/BIS/7C972b074ecc53485d8e0e93d95bb145a5%7C0&amp;sdata=NXz1N4ak>  
Merchant Name: District of Maple Ridge  
Address: 11995 Haney Place  
City: Maple Ridge  
Province: BC  
Postal Code: V2X6A9  
Country: CA  
Phone Number: 604-463-5221

**Thank you for your payment.**

Order Number: 20-104888251211  
Authorization Code: TEST  
Payment Amount: 10.00  
Payment Status: Approved  
Note : The official permit will be available through this link within 24 hours. You may click this link now for an unofficial version of the permit.  
[Download here](#)

**\*\*This service does not extend to the payment of securities or development cost charges (DCC’s) which must be paid by cheque, letter of credit or cash.**

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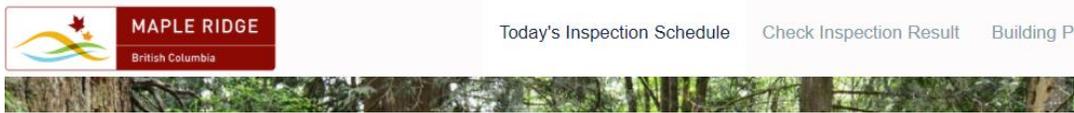
**INSPECTION RESULTS ONLINE:**

Through eServices on the City’s web site you now have access to the inspection results for inspections that have been scheduled and conducted over the previous 2 week period from the date of enquiry. Based on accessing the system on November 2, 2020 you would be able to access inspections back to October 19, 2020.

**Building Department Online Inspection Results**

[Click Here](#) to retrieve your most recent inspection results. Due to the volume of inspections you will only be able to retrieve inspection results for the **previous two week period** based on the day you access the system.

Click on the link and you will be taken to the web location.



**Check Building Inspection Result:**

Permit Number:

Inspection Date:

Email Address:

What is ? 7 + 0 =

Enter the requested information and a screen similar to the following will open.

Inspection results for: (GARAGE)

Inspection Item	Current Status	Schedule Date	Inspection Result	Details
Forms	Closed	2020-10-22	Approved	<a href="#">View Details</a>
Insulation	Open	2020-10-22	Cancel/Department	<a href="#">View Details</a>

Click “View Details” and on the next screen click “Download Attachment” and a copy of the inspection slip left on site will open

**Inspection Details: 13708 232 ST (GARAGE)**

Inspection Item	Forms
Inspection Type	BG
Inspection Date (Attempt)	10/22/2020 4:13:37 PM
Inspector (Attempt)	ANDYH
Inspection Result	Approved
Deficiencies	No Deficiency
Download	<a href="#">Download Attachment</a>



**INSPECTION NOTICE**

DATE: October 22, 2020  
 ADDRESS: 13708 232 ST (GARAGE)  
 INSPECTOR: Andy Hong  
 PERMIT NO. 19-104368 TYPE: Building Permit

**Forms**

(1) Oct 22: Forms, Rec'd Structural and geotech report, and Survey

**THIS IS NOT AN OCCUPANCY PERMIT**

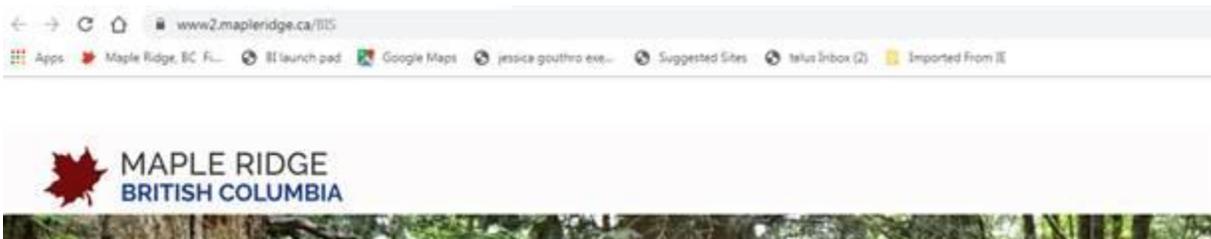
APPROVED  
 NOT APPROVED  
 RE-INSPECTION REQUIRED

  
Inspector

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**BOOKING INSPECTIONS:**

Inspections can now be booked online under the “Building Department Online Inspection Booking” link. You will need to complete 4 fields and if your system is set to save this information you will not have to input it again, other than if you are starting with a new permit number (the system will save all permit numbers you have inputted if your device is set to save information). You will then access the page that allows you to select the inspection you wish to request. Once you have submitted the request you will receive a confirming email when it has been scheduled (this will be no later than 3:30pm on the day you have submitted the request). Gas and electrical contractors will have an additional step of completing an online declaration as part of the booking process.



Welcome to Building Inspection Scheduling System:

Permit Number	<input type="text" value="XX-XXXXXXX"/>	The Permit Number field is required.
Phone Number	<input type="text" value="Phone Number"/>	The Phone Number field is required.
Email Address	<input type="text" value="Email Address"/>	The Email Address field is required.
Full Name	<input type="text" value="Full Name"/>	The Full Name field is required.
What is ?	5 + 3 = <input type="text" value=""/> <input type="button" value="Submit"/>	

**PLEASE TURN PAGE OVER** 

**VERIFYING INSPECTION TIMES AND FUTURE DATED INSPECTIONS:**

On the day of the requested inspection, go to “Check Daily inspection schedules” on the city web site under eSERVICES or via this link (<http://mapleridge.ca/2232/Check-Daily-Inspection-Schedule>). The system will indicate if the inspection will be in the morning or the afternoon and which inspector will be doing the inspection. The system also lets you sort based on inspection type (i.e. plumbing, electrical, building, etc.). If a request for a future dated inspection has been made and you wish to confirm that it has been scheduled, you can select a date in the “Select Date” field to confirm.

City Bylaws

**eServices**

History & Heritage

Neighbourhood Improvements

**eServices**

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**Building Permit Enquiries**  
Check Building Permits online. Inspections can be booked via [email to Inspection Requests](#) or by phone at 604-467-7380 or fax at 604-467-7461.

**Building Department Check Daily Inspection Schedule (AM / PM)**  
[Click here to view](#) the Daily inspection schedules for all permit types issued by the building department, and to find out if your inspection will be in the morning (am) or afternoon(pm).

**Building Department Check Daily Inspection Schedule (AM / PM)**

Please see the notes below for more details on this schedule. Click [here](#) to view the schedule on mobile devices.

**Notes:**

- Building Inspection Times (AM or PM) will be available on this page at 8:20 am. Please do not contact city hall prior to this time as the inspectors are completing their schedules and dealing with counter inquiries.
- When your inspection is designated as an AM inspection, please be aware that this is an estimate based on a review by the inspectors of their daily work load and an assumption of how long each inspection will take. Inspections may take longer than originally estimated which can impact whether or not your inspection will occur in the AM.
- This page will not be accessible between Midnight and 8:20 am. The information updates every minute so you will need to refresh your screen to ensure you have the most up to date information. Thank you for your use of this feature.

Thursday, 24 October 2019

**Permit Type**  
All ▼

**Inspector**  
All ▼

**Select Date**  
2019-10-24 ▼

Permit Number	Address	AM/PM	Inspection Type	Inspector
19-104805	24278 125 AVE	AM	Final Electrical	Andy Moerman
18-122925	24278 125 AVE	AM	Final Electrical	Andy Moerman
19-114657	203-12038 248 ST	AM	Electrical Rough In	Andy Moerman

**PLEASE NOTE: INSPECTORS MAKE EVERY EFFORT TO MEET THE CUSTOMER’S REQUEST FOR AM/PM. THIS IS NOT GUARANTEED DUE TO WORKLOAD AND SCHEDULING.**

**PLEASE TURN PAGE OVER**

## FINDING PERMIT NUMBERS:

To find your permit numbers you can go online to eSERVICES and “Building Permit Enquiries” or via the link (<https://www1.mapleridge.ca/activitymaps/apps/biPermitInquiry.html>). Adjust the “Application Date” slide bar to start in this year or the year the permit was issued in. Under permit type choose one or multiple of the permit types; gas, building, electrical, etc. and under “Status” choose issued or issued & final. The bottom of the screen will show all permits of the type(s) selected in the date range. Click on “Contractor Name” which will sort them contractors alphabetically then you can scroll down to your company or expand screen to full page by clicking on the box above the vertical scroll bar to the right of the list.

If you have called for final inspections and want to know if they have passed you can access this page the next business day and for status choose “Final” then scroll down to your company name. This particular tool is a good system to use to keep track of all of your permits plus will let you search back through the previous years to see if any older permits are still outstanding.

### City of Maple Ridge Building Permit Inquiry

Please Note : This data is scheduled to be refreshed at midnight Monday through Friday.

**Search Options**

Application Date  
5/1/2019 | 10/23/2019

Permit Type

- All
- Building Permit
- Electrical Permit
- Gas Permit
- Grow Op Restoration
- Plumbing Permit
- Pool Permit
- Provisional Occupancy Permit
- Second Dwelling Agreement
- Services
- Sign
- Solid Fuel Burning Appliance

Status  
Issued

Type of Work  
All

Description  
All

Address  
Search

101 AVE  
105A AVE  
110 AVE

Permit Number  
Search

19-106693  
19-106695  
19-106696

**Search Results**

Permit Number	Permit type	type of work	Description	Status	Application Date	Issue Date	Address	Contractor Name	Construction Valu
19-116847	Provisional Occupancy Permit	New	Apt over Commercial Space	Issued	October 16, 2019	October 16, 2019	11225 240 ST		
19-116902	Building Permit	Special Inspection	Single Family Dwelling	Issued	October 17, 2019	October 17, 2019	11650 GLENHURST ST		
19-117051	Building Permit	Special Inspection	Single Family Dwelling	Issued	October 21, 2019	October 21, 2019	21471 121 AVE		
19-117053	Address Change	Existing	Single Family Dwelling	Issued	October 21, 2019	October 22, 2019	24861 MARSHALL AVE		
19-110818	Building Permit	New with Rental Suite	Single Family Dwelling	Issued	July 3, 2019	October 15, 2019	20668 113 AVE	1200184 BC LTD	\$530,000
19-115575	Plumbing Permit	New	Single Family Dwelling	Issued	September 25, 2019	September 25, 2019	23072 134 LOOP	2020 PLUMBING LTD	
19-108664	Plumbing Permit	New	Single Family Dwelling	Issued	June 3, 2019	June 3, 2019	11372 MELVILLE ST	24/7 PLUMBING & HEATING	
19-112015	Plumbing Permit	New	Industrial	Issued	July 24, 2019	July 24, 2019	11307 MAPLE CRES	604 PLUMBING SERVICES	
19-107169	Gas Permit	New	Single Family Dwelling	Issued	May 8, 2019	May 8, 2019	24341 124 AVE	A & J GAS SERVICES	