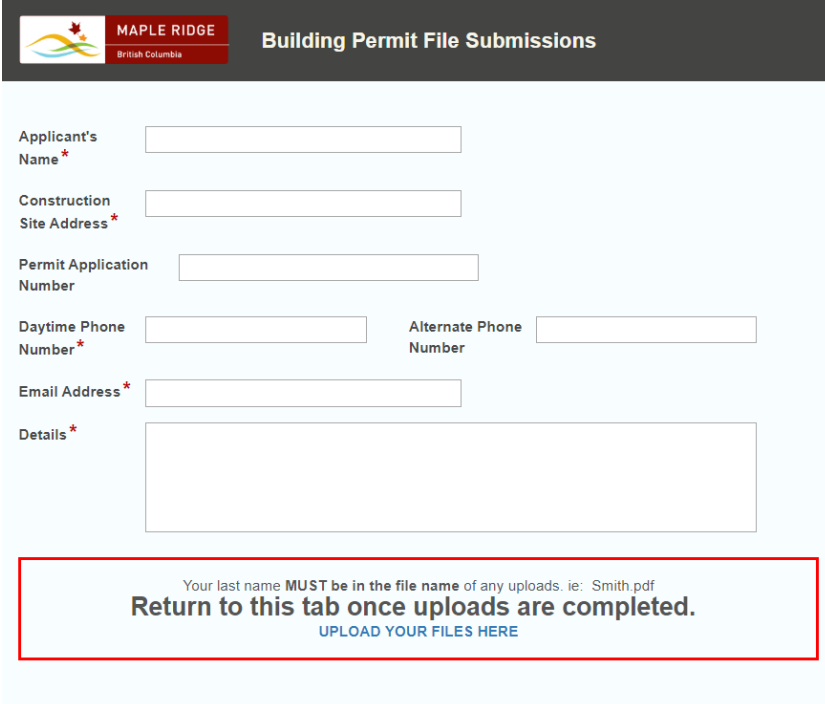


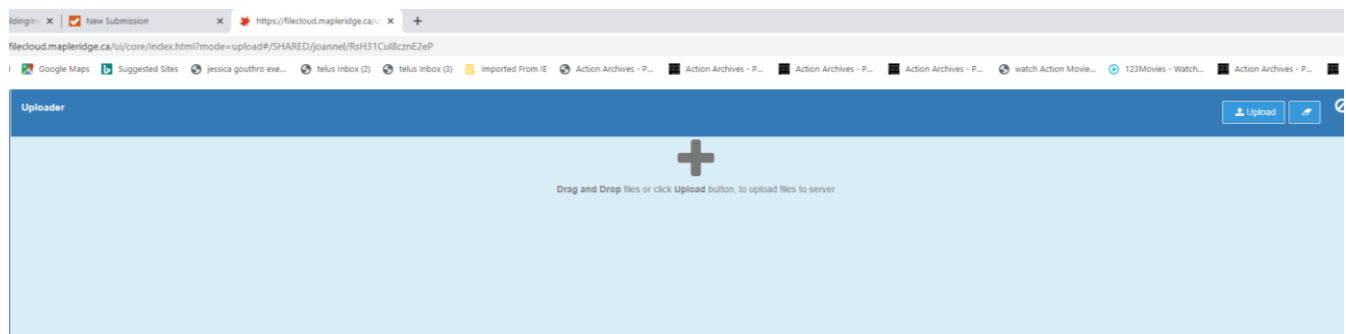
As a temporary measure due to the current COVID-19 issue the following information walks you through the steps for submitting applications electronically where the file size exceeds 10 MB. For file sizes less than 10 MB, applications can be submitted through permitapplications@mapleridge.ca.

For file sizes larger than 10 MB click the following link <http://documents.mapleridge.ca/Forms/PermitFileSubmissions> and follow the images below.

Complete the information in this form – all required Fields. Once finished click 'UPLOAD YOUR FILES HERE'.

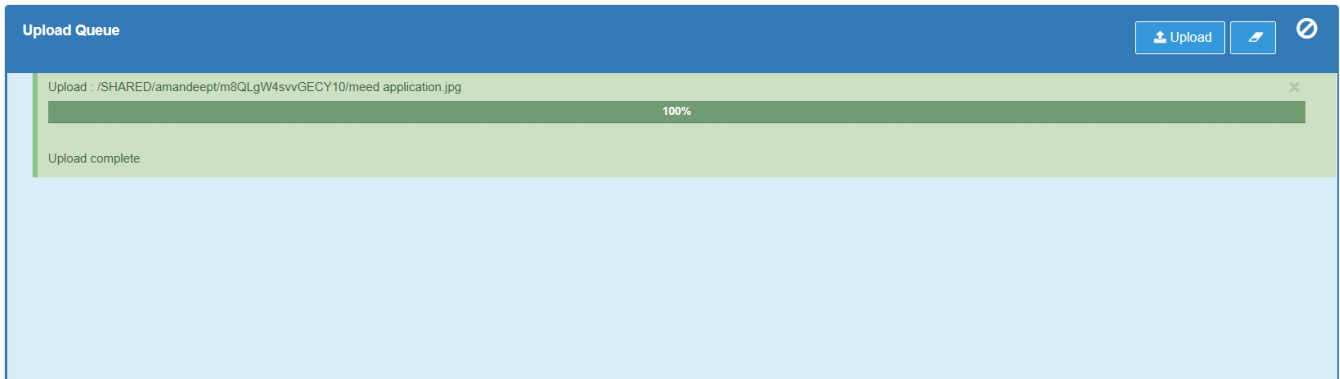


A new tab will open. Either use the upload button in the upper right or drag and drop your PDF files into the light blue field. Please have separate PDF's for the documents and drawings, which will need to be submitted separately. Where registered professionals are involved a letter is required from the CRP verifying that the documents submitted are true copies of the originally sealed drawings.




PLEASE TURN PAGE OVER 

Once upload is complete shows green bar and indicates complete.



Return to First tab (form tab) and clicks submit at the bottom.


MAPLE RIDGE
British Columbia
Building Permit File Submissions

Applicant's Name *

Construction Site Address *

Permit Application Number

Daytime Phone Number * Alternate Phone Number

Email Address *

Details *

Your last name **MUST** be in the file name of any uploads. ie: Smith.pdf

Return to this tab once uploads are completed.

[UPLOAD YOUR FILES HERE](#)

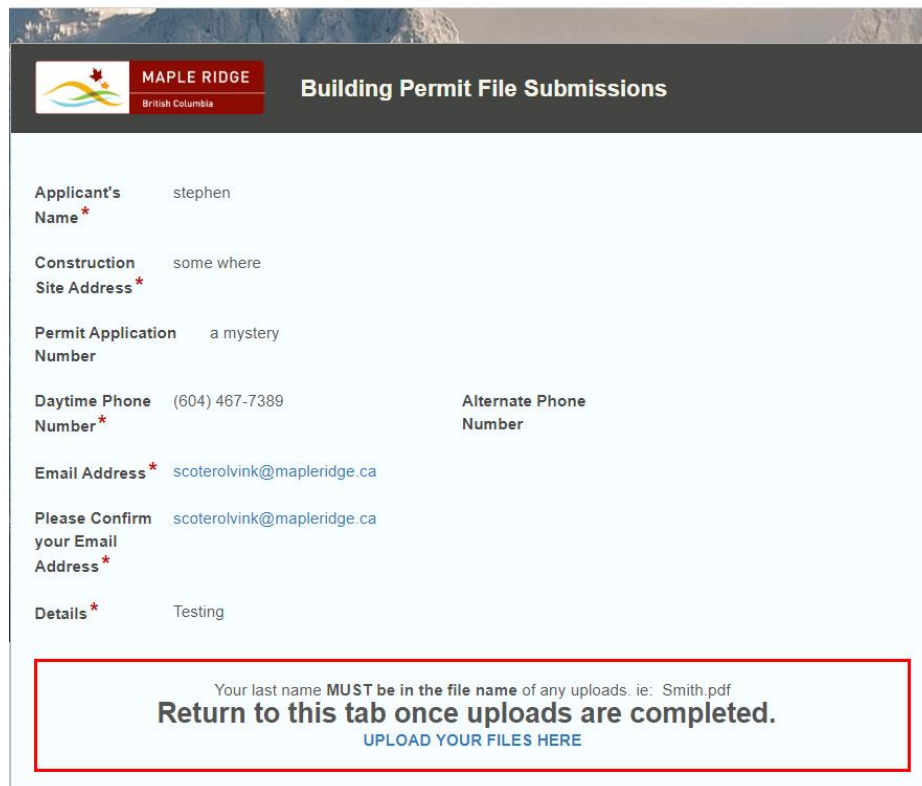
PLEASE TURN PAGE OVER 

The screen refreshes and the following thank you message appears indicating that your permit files have been submitted. You can now print, email or download a copy of the verification form below. This now indicates that your submission has been sent to the building departments central file location and staff will now be able to access this information. If this information is for a specific staff person then please email that person indicating that you have sent the documents through the online system.

Thank you!

Your Permit file submissions have been received.

[Download](#) [Print](#) [Email](#)



MAPLE RIDGE
British Columbia

Building Permit File Submissions

Applicant's Name* stephen

Construction Site Address* some where

Permit Application Number a mystery

Daytime Phone Number* (604) 467-7389 Alternate Phone Number

Email Address* scoterolvink@mapleridge.ca

Please Confirm your Email Address* scoterolvink@mapleridge.ca

Details* Testing

Your last name **MUST be in the file name** of any uploads. ie: Smith.pdf

Return to this tab once uploads are completed.

[UPLOAD YOUR FILES HERE](#)