

The purpose of this guideline is to assist the homeowner builder and contractor with the building permit process for a residential deck. The guide and the sample drawings include "fill in the blank" areas, to ensure applicants provide the information that the City of Maple Ridge requires in order to confirm compliance with the BC Building Code & other municipal Bylaws prior to issuing a building permit.

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

1. Contact the City's Planning Department at 604-467-7341 to determine:
 - The zoning of the address where the deck is proposed to be constructed;
 - If the property has any streams, ponds, etc located on or adjacent to it, the Environmental section of the City's Planning Department will provide you with additional information on setbacks, habitat protection or repair;
 - If any covenants are registered against the property that may restrict location and work permitted within these areas;
 - If the property is located within Wildfire hazard areas (properties located within Wildfire hazard areas may require additional measures to limit the potential for fire spread); and
 - Any other information that would affect the location of the deck.

2. Contact the City's Building Department at 604-467-7311 to determine if the property address is in the Fraser Escarpment area. If a property is located within the [Fraser River Escarpment area](#), additional construction, engineering and covenants ⁽⁴⁾ may apply depending on the properties location. The Fraser River escarpment area is located between; the Fraser River to the South, 124 Avenue to the North, 207 Street to the West and 224 Street to the East.

3. 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 sites bulletin 2012-02](#).

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4. Provincial "Sewerage Regulation" compliance must be obtained for a deck that is being constructed on a lot that is not on Municipal sanitary sewer to ensure the proposed construction will not impact the existing septic system. This is to be verified by an "authorized person" acceptable to the City (e.g. Civil Engineer or registered on-site waste water practitioner). A compliance form must be submitted prior to permit issuance.

(1) 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.

Once the above mentioned items have been considered the following information is required in order to apply for a building permit:

- A sealed design from a structural engineer is required for:
 - Decks with roof structures attached,
 - Decks with glass in guardrails, or
 - Decks with cantilevered portions greater than 24".
- 2 complete sets of plans, including foundation plans, floor plan, cross sections and elevations (must NOT be in pencil);
- 2 site plans (in metric) showing deck dimensions, roof overhangs, lot dimensions and the distance the deck will be from all property lines and from any other existing buildings on the property such as sheds, garages, barns, pools, etc. (must NOT be in pencil).
- The site plan must show all grade elevations;
- If drawings are not being generated by a designer then;
 - sheets are to be a minimum of 11" x 17" and MUST be to scale. (Please use the attached handout as a reference for required construction information - e.g. footing details, beam, column and joist sizes indicating grade & species of wood, material proposed for deck surface, stair, guard & handrail design).

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- Complete the sample site plan or provide one of your own identifying the property address, adjacent street and north arrow.

The following documents will provide the necessary information to apply for a building permit. These documents are available online or at the Building Department front counter:

- [Residential Building Permit Application](#)
- [Zoning Checklist](#)
- [Owners Acknowledgement of Responsibility – Simple Buildings](#)
- [Letter of Authorization](#) – General for non-owner applicants

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.

If you require assistance or clarification please contact City Building Department staff via phone at 604-467-7311 (Monday – Friday 8:00 am to 4:00 pm) or via our general inquiries e-mail at permits@mapleridge.ca

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.

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