

This form is being provided to help when applying for a permit to build an accessory building (shed, garage, workshop, greenhouse, barn etc.).

If further information is required regarding the application and inspection process, please contact the Building Department via email or phone provided below or in person.

**The following identifies the minimum criteria to be considered before an accessory building can be designed and constructed on a property in Maple Ridge:**

1. The city's [Ridgeview Online Mapping](#) feature can provide some of the information relating to the following items. Should you require additional clarification the City's Planning Department can be reached via email at [planning@mapleridge.ca](mailto:planning@mapleridge.ca) or 604-467-7341 for:
  - The zoning of the address where the accessory building 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 the 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 accessory building
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 <sup>(1)</sup> may apply depending on the property's location within the escarpment.
    - 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. If the property is located within a flood plain.
  - An engineer will need to review the structure for resistance to flooding (Appendix I).
4. If the property has any registered covenants against title (i.e. Geotechnical) that may limit or control type and location of construction. This can be obtained through the land titles office.
5. For lots located adjacent to slopes a geotechnical engineer is to be consulted to ensure the accessory buildings location will not affect or be affected by the slope.
6. If the property is on a septic system,
  - Provincial "Sewerage Regulation" compliance letter must be obtained and verified by a "Registered Waste Water Practitioner" or professional engineer, that the proposed construction will not negatively impact the septic system.
7. Contact the City's Engineering Department at [engineering@mapleridge.ca](mailto:engineering@mapleridge.ca) or 604-467-7339 to determine site access and any service connection requirements.
8. Prefabricated structures larger than 10m<sup>2</sup> in area will require a sealed letter from a structural engineering verifying the structures complies with the City Maple Ridge Design Data and anchorage.

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<sup>(1)</sup> 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.

*"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."*

**The following 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.
- Letter of Authorization AND Owners Acknowledgement of Responsibility letter.
- Residential Permit Application form.
- Completed Zoning Compliance Summary Checklist. Contact the Planning Department at 604-467-7341 for zoning, setbacks, watercourses requirements, etc.
- 2 site plans (in metric) showing all trees, the dimensions of the building, roof overhangs, lot dimensions, corner elevations at the building and the distance the new building will be from all property lines, from the house and from any other existing buildings on the property such as sheds garages barns etc.. Also, setbacks from septic field and well if applicable. The site plan is to be sealed by the geotechnical engineer where there is a geotechnical covenant.
- 2 complete sets of construction drawings (Minimum sheet size 11x17), including a foundation plan, floor plan(s), cross sections, elevations and roof layout. Sample drawings are available at the building department counter.
- Accessory buildings MAY require a sealed Appendix 'D' for land slide assessment or letter stating compliance to current seismic regulations for lots with slopes greater than 10% or where the structure is being constructed at the base or top of a bank.
- When constructing in the flood plain, a sealed EGBC Appendix I form, from a Geotechnical/Structural engineer on the structure in the flood plain.
- For accessory buildings greater than 139m<sup>2</sup> (1500ft<sup>2</sup>) on properties that are not supplied with a storm sewer connection, an engineered designed rockpit will be required.
- Provincial “Sewerage Regulation” compliance letter must be obtained and verified by a “Registered Waste Water Practitioner” or professional engineer, that the proposed construction will not negatively impact the existing septic system.
- Wildfire DP area building materials to conform to “Fire Smart” standards, refer to guideline.

**NOTE:** A legal survey certificate of the foundation forms is required to be on site at time of municipal foundation inspection. This document must be obtained from a BC Land Surveyor and must have the original seal.

The following documents will provide the necessary information to apply for a building permit. These documents are available online (<http://www.mapleridge.ca/184/Building>) 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
- [Accessory Building Checklist](#)
- [Wildfire Construction Requirements](#)

All applicable, electrical, plumbing and gas permits must be obtained prior to starting any work in these areas. If the homeowner is going to do the work, a Statutory Declaration of intent, provided with the applicable application forms must be completed and submitted along with a line drawing of the plumbing and/or electrical systems.