



This bulletin is being provided to clarify the requirements around obtaining Provisional and Final Occupancy Permits for single family dwellings and duplex's.

1. For a Provisional Occupancy Permit:

- Either a complete schedule C-B package or written verification from each registered professional that they are okay with the building being occupied,
 - If C-Bs are provided they cannot contain any annotations; they must be a clean C-B. If annotations are necessary then a C-B is not ready to be issued.
- Building inspection conducted and has approved for provisional occupancy,
- All other permits (plumbing, electrical, gas, sprinkler, etc.) are to be finalized or authorization to occupy noted on the final inspection slip for each permit inspected,
- Engineering yards inspection has been conducted and is either signed off or the works inspector has given approval for the service connections,
- An approximate dollar value on the work still outstanding to determine size of security,
- Security deposit has been received for the outstanding works,
- Site has been graded to ensure all surface flows are being contained within property lines,
- All retaining walls on or adjacent to property lines are installed and completed. and
- The permit fee for the provisional occupancy permit has been paid.

2. For a full Occupancy Permit:

- A complete schedule C-B package to be submitted with no annotations,
- On site water detention facilities sign off letter, foundation drainage mat letter, pressure treated material letter, Mechanical ventilation checklist, etc.,
- All permits are to be finalized (plumbing, electrical, gas, sprinkler, retaining wall, basement finish, etc.), and
- Engineering yards inspection has been conducted and is signed off,

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"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 an excerpt from the City's current Building Bylaw:

Provisional Occupancy Permit

23.6 The **Chief Building Official** may issue an occupancy permit for part of a **Building** or **Structure** when that part of the **Building** or **Structure** is self-contained, provided with essential services and meets requirements set out in section 23.2 of this bylaw. Upon the written request of the holder of a **Building Permit** or the **owner** of a **Building** for which a **Building Permit** has been issued, and on payment of fees required as per Schedules A, D, E and F the **Chief Building Official** may issue a provisional occupancy **Permit** where such provisional occupancy will not jeopardize the health or safety of the occupants of the **Building**. Planning and Engineering department approvals are necessary prior to the granting of the provisional occupancy **Permit**.

No Provisional Occupancy **Permit** may be issued unless:

23.6.1 The exterior finishes of the **Building** are substantially complete;

23.6.2 A permanent address pursuant to Maple Ridge House Numbering Bylaw has been assigned and posted on the **Building**;

23.6.3 It sets out the date of expiry of the Provisional Occupancy Permit; and

23.6.4 Where **Registered Professionals** are engaged in the inspection process a certified statement from them that the provisional occupancy applied for will not jeopardize the health or safety of occupants of the **Building**.

23.7 The **Chief Building Official** may require as a condition of issuance of a Provisional Occupancy **Permit** that the **owner** provide security equal to the value of part or all of outstanding **Construction** required to complete the **Building**.

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