

### City of Maple Ridge Building Bylaw No. 6925-2012 (Section 27)

#### A – OWNER REQUIREMENTS:

- (i) Within one year of issuance of a foundation permit, for moving a building on to said lands, the owner shall complete all construction in accordance with the British Columbia Building Code - current edition - and all other Bylaws of the City as noted in this Agreement.
- (ii) The owner shall place a security deposit in the form of cash, term deposit or an irrevocable letter of credit issued by a financial institute acceptable to the City. The deposit shall act as security that the requirements of item (i) above are adhered to and will be returned to the owner upon issuance of occupancy permit for the subject building. The Director of Inspection Services will determine the amount of the deposit. (\$5,000 minimum)

#### B – MOVING COMPANY REQUIREMENTS:

- (i) Apply for a Highway Use Permit in the Engineering Department. To apply for the permit, the following items will be required:
  - Liability insurance as stated in the current Highway Use Permit– Schedule “A” naming the City of Maple Ridge as an additional name insured with the following statement written on the certificate:

*“Naming the City as an additional named insured and providing that the said policy shall not be cancelled, lapsed, or materially altered without 30 days’ notice in writing to the City.”*
  - A Security deposit is required in the form of cash or cheque for potential damage to Municipal and Public property. The Engineering Department will determine the amount of the deposit required at time of application. To initiate a refund of the security deposit, the moving company must notify the Engineering Department once the move is completed.
  - Supply the Engineering Department with the house move route.
- (ii) Obtain any other permits required by other jurisdiction for moving a building.

#### C – SEPTIC APPROVAL:

- (i) Provincial “Sewerage Regulation” compliance must be obtained and verified by an “authorized person” acceptable to the City. This is to be submitted with the foundation application.
- (ii) The owner must place a security deposit in the form of cash, term deposit or an irrevocable letter of credit issued by a financial institute acceptable to the City. See current Building Bylaw for size of security. The security deposit will be returned upon confirmation of well potability and issuance of an occupancy permit.

#### D – WELL APPROVAL:

- (i) Approval is required by a Professional Engineer verifying that the well provides 2,250 litres of water per day.
- (ii) Water potability to be approved by a Professional Engineer registered with the Association of Professional Engineers and Geoscientists of British Columbia. The owner must place a security deposit in the form of cash, term deposit or an irrevocable letter of credit issued by a financial institute acceptable to the City. See current Building Bylaw for size of security. The security deposit will be returned upon confirmation of well potability and issuance of an occupancy permit.

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### **MOVING A BUILDING WITHIN MAPLE RIDGE:**

**STEP 1** Attend the front counter at the Inspection Services Department and give a building Development Services Technician the information to create an MV folder and pay the required inspection fee. Make arrangements for the Building Inspector to inspect the house (inside and out) and the site where it is to be moved.

If the Building Inspector approves the move, go on to step 2.

**STEP 2** Apply for water and sewer disconnects at the Engineering Department. Please allow up to two weeks for the services to be disconnected. Fee for disconnects will be determined by the Engineering Department.

**STEP 3** Apply for foundation permit in the Inspection Services Department. Foundation Permit must be approved and ready for issuance prior to moving permit being issued and prior to the Engineering Department issuing the Highway use permit to move the building.

- To apply for a foundation permit, the Inspection Services Department will require;
  - a completed application form (Residential Building Permit Application),
  - Owner's Acknowledgement Form,
  - applicable Zoning check sheet,
  - two sets of Engineered, sealed foundation drawings. The drawings must include: a site plan showing; all lot and house dimensions, the distance the house will be from all property lines, all grade elevations; direction of drainage flows and any retaining walls;
  - Building elevation drawings complete with windows, decks, stairs, etc.;
  - Fee for foundation permit is based on construction value as determined by the Building Official.
- Sufficient structural information is to be provided to construct additional works such as stairs, Decks and landings.
- Erosion and Sediment Control schedules and Erosion and Sediment Control plan –separate security deposit of \$1500.00 required at issuance of foundation permit.
- Owner's security deposit for house move shall be required at the time of issuing the foundation permit.

**STEP 4** The moving company shall obtain, from the Engineering Department the required Highway Use Permit. The permit is not to be issued until such time as the Building Department has approved the foundation permit for issuance.

**STEP 5** Electrical, plumbing, sprinkler and gas permits are required to connect to existing services. Electrical plumbing and sprinkler permits are based on the work being done. Gas permit fee is based on the number of appliances.

### **MOVING A BUILDING FROM OUTSIDE OF MAPLE RIDGE:**

**STEP 1** Attend the front counter at the Inspection Services Department and give a building Development Services Technician the information to create an MV folder and pay the required inspection fee. Make arrangements for the Building Inspector to inspect the house (inside and out) and the site where it is to be moved.

**NOTE:** If the Building Inspector approves the move, go on to Step 2.

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- STEP 2** Apply for foundation permit in the Inspection Services Department. Foundation Permit must be approved and ready for issuance prior to moving permit being issued and prior to the Engineering Department issuing the Highway use permit to move the building.
- To apply for a foundation permit, the Inspection Services Department will require;
    - a completed application form (Residential Building Permit Application),
    - Owner's Acknowledgement Form,
    - applicable Zoning check sheet,
    - two sets of Engineered, sealed foundation drawings. The drawings must include: a site plan showing; all lot and house dimensions, the distance the house will be from all property lines, all grade elevations; direction of drainage flow and any retaining walls;
    - Building elevation drawings complete with windows, decks, stairs, etc.;
    - Fee for foundation permit is based on construction value as determined by the Building Official.
    - Sufficient structural information is to be provided to construct additional works such as stairs, decks and landings.
  - Erosion and Sediment Control schedules and Erosion and Sediment Control plan – separate security deposit of \$1500.00 required at issuance of foundation permit.
  - Owner's security deposit for house move shall be required at the time of issuing the foundation permit.
- STEP 3** The moving company shall obtain, from the Engineering Department the required Highway Use Permit. The permit is not to be issued until such time as the Building Department has approved the foundation permit for issuance.
- STEP 4** Electrical, plumbing, sprinkler and as permits are required to connect to existing services. Electrical plumbing and sprinkler permits are based on the work being done. Gas permit fee is based on the number of appliances.

### **MOVING A BUILDING ON SAME LOT:**

Follow steps 2, 3 and 5 in the section "Moving a building within Maple Ridge". Moving permit or security deposit is not necessary. Well security is necessary if applicable.