

This guide is being provided to offer assistance when applying for a New Single Family Dwelling (SFD) Building Permit.

SINGLE FAMILY RESIDENTS:

DWELLING UNIT means one or more rooms used for the residential accommodation of only one family when such room or rooms contain or provide for the installation of only one set of cooking facilities.

The following identifies the minimum criteria needed to be met before a Single Family Dwelling (SFD) can be designed and constructed on a property in Maple Ridge:

- 1) Where a Single Family Dwelling (SFD) is proposed on lands within the Agricultural Land Reserve, approval from the Agricultural Land Commission may be required prior to applying for a Building Permit. Contact the City's Planning Department @ 604-467-7341 for information on this process and the criteria.
- 2) Height, siting, and lot coverage of the proposed SFD must comply with the Maple Ridge Zoning Bylaw # 3510-1985 for the applicable lot zoning. Information may be obtained from the planning department or on the city's web site under "bylaws".
- 3) Required fees for any necessary works & services upgrades to the property are to be paid to the City's Engineering Department. Contact this department at 604-467-7339 to determine what may be required. These fees are applied where the City may require improvements to or the installation of roads, curbs, sidewalks etc. and the method by which the electrical power is provided to the property (over head or underground).
- 4) If your property is located within a designated floodplain additional engineering will be required to resist flooding, potential uplift and the impact of surface water flows on adjacent properties. For property's located within Lower Hammond flood plain the following guide will provide more specific information [Lower Hammond Area Covenant](#) .
- 5) For lots located in a floodplain, a restrictive covenant⁽⁴⁾ will need to be registered on title to reflect the restrictions involved with constructing within a floodplain. Should a covenant already be registered on title, this document may need to be revised to reflect current flood construction levels (FCL). To confirm if your property is located within a floodplain please contact the City's Building Department. To determine the FCL an Engineer will need to be contracted to provide this value under a sealed letter.
- 6) 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 following link will provide you with more specific information around this area ([Fraser River Escarpment Policies Summary - Building Permit Requirements](#)). The Fraser River escarpment area is located between; the Fraser River to the South, 124th Avenue to the North, 207th Street to the West and 224th Street to the East.
- 7) Property located within Wildfire hazard areas may require additional measures to limit the potential for fire spread. Contact the City's Planning Department at 604-467-7341 for additional information.
- 8) 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 site bulletin 2012-02.
- 9) For lots that have streams, ponds, etc located on or adjacent to them, contact the Environmental section of the City's Planning Department for setbacks, habitat protection or repair.
- 10) Only one Single family dwelling is permitted per eligible lot.

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- 11) Provincial “Sewerage Regulation” compliance must be obtained for a SFD that is being constructed on a lot that is not on Municipal sanitary sewer. This is to be provided by an “authorized person” acceptable to the City (e.g. Civil Engineer or registered on-site waste water practitioner). This compliance form must be submitted prior to permit issuance.
- 12) If the property is not provided with a City water connection, a well for the sole use of the SFD must be provided. A completed Schedule G “Certificate of Well Water Quantity and Potability” along with a drillers log must be submitted at the time of permit application. The well’s capacity must comply with the City’s Building Bylaw for capacity of 2,250 Liters per day on a year round bases.
- 13) A Single Family Dwelling is subject to the regulations governing residential construction as regulated by the Home Protection Office ([HPO](#)).
- 14) All properties are required to install a storm water management system to minimize the amount of water that leaves the property. This system is required to be design by an engineer that understands the principals of storm water management as set out in the City of Maple Ridge water course protection bylaw.

The following documents will provide the necessary information to apply for a building permit. These documents are available online at www.mapleridge.ca/184/Building or at the Building Department front counter:

- Single Family Dwelling/DGS Checklist ([Single Family Dwelling Checklist](#))
- Residential Building Permit Application (<http://www.mapleridge.ca/190/Application-Forms>)
- Zoning Checklist (<http://www.mapleridge.ca/187/Checklists>)
- Owners Acknowledgement of Responsibility – Simple Buildings ([Owners Acknowledgement of Responsibility - Simple Buildings](#))
- [Yards Document](#)
- Letter of Authorization – General for non-owner applicants ([Letter of Authorization - General](#))
- Certificate of Well Water Quantity and Potability ([Certificate of Water Quantity and Potability](#))

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.

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.

- (4) 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.