



Occupancy Permit Application

Required Documentation to Request Occupancy for Multi-Residential,
Commercial, Industrial, Institutional or Assembly Buildings

11995 Haney Place, Maple Ridge, BC V2X 6A9
Phone: 604-467-7311 Email: BuildingInquiries@MapleRidge.ca

The complete package including all the documentation listed below must be submitted through the City's online portal with cover index to the City Building Inspector a minimum five (5) working days prior to the Final Occupancy Inspection. This documentation should be reviewed with the City Building Inspector for any additional items that may have been required as part of the construction process.

Project Address: _____

Project Name: _____

Building No.(s): _____

Building Permit No.(s): _____

Letters of Assurance: Prime Consultants

Discipline	Name of Registered Professional	Schedules Submitted	Schedules Received
Coordinating Registered Professional	_____	☐	☐
Architectural	_____	☐	☐
Civil	_____	☐	☐
Electrical	_____	☐	☐
Fire Suppression (P. Specifications)	_____	☐	☐
Fire Suppression (Installation)	_____	☐	☐
Geotechnical	_____	☐	☐
Mechanical	_____	☐	☐
Plumbing	_____	☐	☐
Structural	_____	☐	☐
Other	_____	☐	☐



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Changes in Registered Professionals (if applicable)

Discipline	Name of Registered Professional	Submitted	Received	Registered
				Prof. Letter Received
		☐	☐	☐
		☐	☐	☐
		☐	☐	☐

Additional Assurance Documentation

Discipline	Name of Registered Professional	Submitted	Received
Alternate Solution(s)		☐	☐
Landscape (CL)		☐	☐
Retaining Wall(s)		☐	☐
Other		☐	☐

Additional Project Documentation

	Required	Submitted
BCLS Survey	☐	☐
Elevating Device Certification (Technical Safety BC)	☐	☐
Energy Report and Final Checklist	☐	☐
Fire Alarm Verification Certificate	☐	☐
Fire Alarm Verification Report	☐	☐
Fire and Life Safety Commissioning Protocol	☐	☐
Prepared by:		
Fire Hydrant Installation Form (Maple Ridge Fire Department) (For On-Site Hydrants Only)	☐	☐
Gas Approval (Technical Safety BC)	☐	☐
ULC Fire Alarm Monitoring Certificate	☐	☐
Other:	☐	☐



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Coordinating Registered Professional's (CRP's) Comments: _____

CRP Name: _____

Print	Signature	Date
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Affix CRP Seal:

Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FIPPA) for permitting purposes. Please be advised that permits are considered public records that are available in various City publications or disclosed through information requests. If you have any questions or concerns about how your information will be used, contact the Legislative Services Department by calling 604-466-4300 ext. 5557 or by emailing FOI@MapleRidge.ca. For more information about FIPPA at the City, please visit our [Freedom of Information](#) page.

For Office Use Only

Final Inspection and Approvals by City

Received

Electrical	☐
Electrical (low voltage)	☐
Gas	☐
Plumbing	☐
Sprinkler	☐
Engineering Department	☐
Engineering Works Inspectors	☐
Fire Prevention Department	☐
Planning Department	☐
Other: _____	☐

Reviewed By: _____ Date: _____