

11995 Haney Place, Maple Ridge, BC V2X 6A9
Phone: 604-463-5221 Email: Enquiries@MapleRidge.ca

Name of CP: _____ Project Address: _____

Date: _____ Building Permit Number: _____

Checklist represents minimum requirements for full or staged building permit applications. Find all City forms, guides, and resources at www.MapleRidge.ca/ApplicationsFormsDocuments. **Note:** The CP should indicate documents submitted for each stage in the applicable column or mark “N/A” (not applicable).

No.	Item **All submitted documents and drawings must have original, verifiable professional seals and CP stamp. **	Excavation/ Shoring		Foundation to Grade		Full Building Permit	
		CP	CMR	CP	CMR	CP	CMR
1.	Building Permit Application Form	Y					
2.	Authorized Stage Construction Form	Y		Y		Y	
3.	Staged Drawing List by Discipline (List Revision #)	Y		Y		Y	
4.	Project Directory	Y					
5.	Land Title Charge Summary and Land Title Search	Y					
6.	Development Permit Confirmation or Change Letter ⁽³⁾	Y		Y		Y ⁽¹⁾	
7.	Owner’s Undertaking Form (Schedule “F”)	Y					
8.	Site Disclosure Statement	Y					
9.	Current CP Insurance Certificate	Y					
10.	Assurance of Independent Review of Structural Design Concept			Y			
11.	Declaration of Insurance Coverage for Registered Professionals, each discipline	Y					
12.	Site Plan (Scale 1/8” = 1’-0” = 1’-0”)	Y					
13.	CP-1 Confirmation of Commitment of Owner and CP	Y					
14.	2024 BCBC Code Analysis	Y					
15.	Building Code Compliance Report	Y					
16.	Code Compliance Drawings	Y					
17.	Tenant Improvement Development Review Confirmation letter					Y*	
18.	CP-3 Confirmation of Tenant Improvement					Y*	

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	Compatibility						
19.	Schedule A	Y					
20.	Architectural Schedule B					Y	
21.	Building Envelope Schedule E-1					Y	
22.	Structural Foundation to Grade Schedule B			Y			
23.	Structural Full Building Permit Schedule B					Y	
24.	Mechanical Schedule B					Y	
25.	Plumbing Schedule B					Y	
26.	Confirmation of sprinkler permit application			Y ⁽²⁾		Y ⁽²⁾	
27.	Fire Suppression Schedule B					Y	
28.	Electrical Schedule B					Y	
29.	Geotechnical Schedule B	Y					
30.	Civil Schedule B						
31.	Other Schedule B (Racking, Kitchen Hood, _____)					Y	
32.	Adjacent Owner Acknowledgement (encroachment)	Y					
33.	Adjacent Owner Acknowledgement (snow drifting)	Y					
34.	Energy Compliance Documents ⁽⁴⁾					Y	
35.	BC Hydro Clearance Form	Y					
36.	Geotechnical Report	Y					
37.	Sealed Topographical Site Survey	Y					
38.	New Home Registration Form (HPO)			Y			
39.	Architectural Drawings ⁽⁴⁾					Y	
40.	Structural Drawings (Foundation to Grade)			Y			
41.	Structural Drawings (Full Building Permit)					Y	
42.	Mechanical and Plumbing Drawings ⁽⁴⁾					Y	
43.	Fire Suppression Drawings			Y ⁽²⁾		Y ⁽²⁾	
44.	Hydraulic Calculations			Y ⁽²⁾		Y ⁽²⁾	
45.	Electrical Drawings ⁽⁴⁾					Y	

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		CP	CMR	CP	CMR	CP	CMR
46.	Excavation and Shoring Drawings	Y					
47.	Erosion and Sedimentation Control Drawings	Y					
48.	Alternative Solution Application	Y					
49.	Alternative Solution Report	Y					
50.	Other Drawings and Reports (Racking, Kitchen Hood, _____)						
<p>(1) Full Building Permit may not be applied for without the Full Development Permit without conditions or Prior-To being resolved.</p> <p>(2) Detailed sprinkler permit drawings and hydraulic calculations are to be approved under separate trade permit. The drawings and hydraulic calculations may submitted with the building permit, or directly as a trade permit with the sprinkler confirmation letter submitted at the time of the Building Permit. Foundation to Grade sprinkler permits may only be released with a full detailed sprinkler design and complete hydraulic calculations.</p> <p>(3) A DP Changes letter initiates a Development Level Review of the Development Permit and may require a Development Permit Amendment.</p> <p>(4) Signed and Sealed Energy compliance documents are required in accordance with Part 10 of the British Columbia Building Code. Architect, Mechanical and Electrical Engineers of record need to provide an energy statement on their drawings that states the method of energy compliance.</p>							

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 the purposes of processing your application. If you have any questions or concerns about how your information will be used, contact the FOI Office by calling 604-466-4300 or by emailing FOI@MapleRidge.ca.