



# Basement Finish Permit Application

For Finish Only or Installation of a Secondary Suite

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

Site Address: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_  
DL: \_\_\_\_\_ Plan: \_\_\_\_\_

Property Zoning: \_\_\_\_\_

Property Owner(s): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor: \_\_\_\_\_ Business Licence: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_



Area of Basement to be Finished (sq. ft.): \_\_\_\_\_ Total area of House (sq. ft.): \_\_\_\_\_

Will there be a Secondary Suite:  Yes  No Area Finished for Suite (sq. ft.): \_\_\_\_\_

Construction Value: \$ \_\_\_\_\_

Is the Property On:  Water  Well  Sewer  Septic Tank

\*If on Septic Tank: Provincial "Sewerage Regulation" compliance must be obtained and verified.

Type of Heating in House:  Forced Air  Hot Water  Electric Baseboard

### Please Complete the Following Questions (applicable only to a Secondary Suite):

1. Do you live in the house?  Yes  No
2. Is this permit to legalize an **existing suite** that you are now registering?  Yes  No  N/A
3. Is this application to obtain approval for a new secondary suite?  Yes  No
4. Is the floor area less than 40% of the habitable floor space of the building?  Yes  No
5. Is the suite contained within the house? (Mandatory)  Yes  No
6. Heating system for suite:  Forced Air  Hot Water  Electric Baseboard
7. Can you provide one extra parking space on the property? (Total of three (3) required with suite)  Yes  No
8. Is there a Detached Garden Suite on the same lot?  Yes  No
9. Has the **No Suite** Covenant been removed?  Yes  No
  - a. If Yes, Provide "No Suite Covenant" Removal Number: \_\_\_\_\_

**Please Note:** Due to flood plain concerns, some areas in Maple Ridge do not allow lower levels of homes to be finished into living spaces.

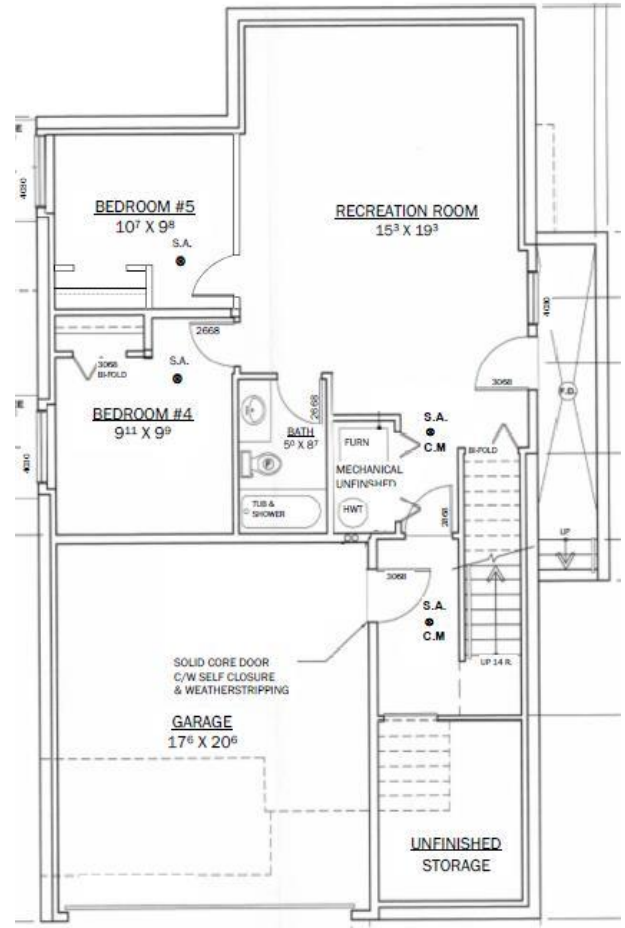
### Secondary Suite Drawing Requirements

Please check with staff to see if there is a floor plan on file that can be used to support drawing requirements of your permit.

The sample drawing is provided for your reference. If installing a suite, a kitchen layout must be included.

The following documents are required to apply for a Basement Finish Building Permit:

- A Schedule B for each Professional Engineer working on your project with a copy of liability insurance for each (e.g., Structural, Geotechnical, Fire Suppression) will be required if you are planning to remove walls or increase the size of openings in load bearing interior or exterior walls
- Two (2) complete sets of plans, drawn to scale with a ruler, must include floor plan(s) and cross section. Floor Plan drawings submitted must indicate dimensions of each room, windows and door sizes and each room must be clearly labeled identifying its use. The minimum plan size must not be less than 11" × 17". Drawings must be in ink and cannot be accepted if in pencil
- A Site Plan showing the required parking space if a rental suite is being installed
- [Basement Finish Permit Application](#)
- [Owners Acknowledgement of Responsibility Simple and Complex Buildings](#)
- [Letter of Authorization - Assign Owner Representative](#)



**If your property is on a septic system and/or a well, the following will be required:**



# PROVINCIAL HOUSING TARGET ORDER– Data Requirements

## Existing Residential Information – Demolition, Alteration, Redevelopment

<b>Will you demolish, redevelop, or alter existing residential units?</b> <input type="radio"/> Yes – Answer C1, C2 and C6. <input type="radio"/> No – Go to C3.					
<b>C1 Do any existing units for demolition include a secondary suite or rental accommodation?</b> <input type="radio"/> Yes – Answer C2 and C6. <input type="radio"/> No – Go to C3.					
<b>C2 Number of residential units being demolished or redeveloped, by type of tenure:</b>	Number of studio units	Number of 1 bdrm. units	Number of 2 bdrm. units	Number of 3 bdrm. units	Number of 4+ bdrm. units
	Owned Units				
	Rental – *Purpose Built Units				
	Rental – **Secondary Suite Units				
	Rental – ***Accessory Dwelling Units				
Rental – ****Co-op Housing Units					

## Proposed Residential Information – New Construction, Addition of Residential Unit(s)

<b>C3 Will you propose new residential units?</b> <input type="radio"/> Yes – Answer C4, C5 & C6. <input type="radio"/> No – No additional information required	<b>C5 Number of proposed residential units by type of tenure:</b>				
	Number of studio units	Number of 1 bdrm units	Number of 2 bdrm units	Number of 3 bdrm units	Number of 4+ bdrm units
<b>C4 Number of residential units being created:</b> <input type="text"/> <i>*Please note: A secondary suite or detached garden suite (DGS) is identified as a separate residential unit.</i>	Owned Units				
	Rental – *Purpose Built Units				
	Rental – **Secondary Suite Units				
	Rental – ***Accessory Dwelling Units				
Rental – ****Co-op Housing Units					

## Rental Unit Affordability

<b>C6 Proposed residential unit(s) intended for rental accommodation or rental accommodation(s) for demolition:</b>	
1. Number of <b>Market Units</b> proposed or for demolition	<b>Below Market Units</b> are units rented at or below 30% of the local <a href="#">Housing Income Limits</a> , or similar. These applications will require a housing agreement to be registered as part of the development process.  <b>Below Market Rental Units with On-Site Supports</b> are units rented at the <a href="#">Income Assistance Shelter rate</a> providing permanent housing and on-site supports for people to transition out of homelessness.
2a. Number of <b>Below Market Units</b> proposed or for demolition	
2b. Number of <b>Below Market Units with On-Site Support</b> proposed or for demolition	

## Provincial Housing Information and Resources:

- Province of BC Housing Definitions:
  - \* Purpose Built Unit: A unit in a building that is designed and constructed to be rented long-term. These are typically part of an apartment or rental complex and are professionally managed.
  - \*\* Secondary Suite Unit: A self-contained rental unit located within a principal residence, such as a basement suite. It must have its own kitchen, bathroom, and entrance.
  - \*\*\* Accessory Dwelling Unit: A separate, smaller rental unit located on the same lot as a primary residence, such as a garden suite, laneway home, or coach house.
  - \*\*\*\* Co-op Housing Unit: A unit within a housing co-operative where residents are members who manage the property collectively.
 For more information, please visit: [www2.gov.bc.ca/gov/content/housing-tenancy](http://www2.gov.bc.ca/gov/content/housing-tenancy)
- We collect and report housing unit counts for the Province of BC. Please refer to: [mapleridge.ca/Housing Target Order-Housing Supply Act](http://mapleridge.ca/Housing Target Order-Housing Supply Act)  
 Your cooperation supports responsible housing growth in Maple Ridge.