



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

Building Permit Application New Residential Building(s)

Application Date: _____

Plan Reviewer: _____

Building Permit No.: _____

Section 1: Property Information

Site Address: _____

Legal Description: Lot: _____ Block: _____ DL: _____ Plan: _____

Property Zoning: _____

Section 2: Purpose of Application

Description of Proposed Work: _____

Is this permit to legalize an existing suite? ☐ Yes ☐ No ☐ Not Applicable

Construction Value (Includes cost of plans, materials, and labour): \$ _____

Combined Total Area Excluding Deck (sq. ft.): _____ Total Lot Coverage (m²): _____

Area of all Finished Floors (sq. ft.): _____

Proposed Building Type(s) (Check **all** that apply):

- | | | |
|---|--|---|
| <input type="checkbox"/> New Single Detached Dwelling | <input type="checkbox"/> Multiplex (Three (3) to Six (6) Dwellings
within One (1) Building) | <input type="checkbox"/> Detached Garden Suite |
| <input type="checkbox"/> Single Lot Townhouse | <input type="checkbox"/> Two or More Detached
Residential Buildings | <input type="checkbox"/> Apartment (Requires Pre-Application
Review) |
| <input type="checkbox"/> Secondary Suite | | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Duplex Dwelling | | |

Total Number of Residential Buildings (For Entire Site): ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Total Number of Primary Dwelling Units: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6

Total Number of Secondary Suites: ☐ 0 ☐ 1 ☐ 2 ☐ 3

Total Number of Parking Spots: _____

Site Servicing:

Water: ☐ City Connection ☐ Well Sewer: ☐ City Connection ☐ Septic
Storm Water: ☐ City Connection ☐ Rock Pit

Is a demolition permit required? ☐ Yes ☐ No

Is a tree permit required? ☐ Yes ☐ No

Is the building/property being converted to strata-title ownership? ☐ Yes ☐ No



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Will the electrical servicing for this property be greater than >200 Amps? ☐ Yes ☐ No
Will there be more than three (3) floors above grade? ☐ Yes ☐ No
Will the building(s) have a common fire alarm panel? ☐ Yes ☐ No

Provide Related Permit and Application Information (If Applicable):

Engineering Pre-Application (If required): _____

Subdivision (required for Row Housing): **SD No.:** _____

Rezoning Application Number (If required): **RZ No.:** _____

The following sections must be completed by the person signing the application form.

Section 3: Building Owner(s)

Note: If a complete demolition is required, this address must differ from the site address.

Property Owner(s): _____

Address: _____ City: _____ Postal Code: _____

Phone Number: _____ Email: _____

Section 4: Designer or Architect (if required)

Name: _____

Company: _____

Address: _____ City: _____ Postal Code: _____

Phone Number: _____ Email: _____

Section 5: Contractor Information

Business Name: _____ Business Licence: _____

Address: _____ City: _____ Postal Code: _____

Phone Number: _____ Email: _____

Section 6: Demolition Contractor Business Licence Name (if required)

Demolition Contractor: _____ Business Licence: _____

Address: _____ City: _____ Postal Code: _____

Phone Number: _____ Email: _____

Application Date: _____

Plan Reviewer: _____

Building Permit No.: _____

Section 7: Owner Representative - Letter of Authorization Form Required

Owner Representative: _____

Address: _____ City: _____ Postal Code: _____

Phone Number: _____ Email: _____

Please Indicate Who Will Be Paying the Application Fees:

☐ Owner ☐ Designer/Architect ☐ Contractor ☐ Owner Representative

☐ Other: _____

Please Indicate Who Will Be Paying the Engineering Fees Including Damage Deposits:

☐ Owner ☐ Designer/Architect ☐ Contractor ☐ Owner Representative

☐ Other: _____

Note: Separate permits are required for electrical, plumbing, gas, heating installation, sprinkler permits and illuminated signs.

☐ **I acknowledge that the permit application fee is non-refundable.**

Personal information collected on this form is in accordance with s. 26(c) of the Freedom of Information and Protection of Privacy Act (RSBC 1996) 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, you may contact the FOI Office by calling 604-466-4300 or by emailing FOI@MapleRidge.ca. Formal FOI requests may be addressed to the Corporate Officer.

Applicant Name: _____

Please Select One: ☐ Owner ☐ Owner Representative

Signature

Date

Please see next page for Provincial Housing Data Requirements

PROVINCIAL HOUSING TARGET ORDER– Data Requirements

Existing Residential Information – Demolition, Alteration, Redevelopment

Will you demolish, redevelop, or alter existing residential units? <input type="radio"/> Yes – Answer C1, C2 and C6 . <input type="radio"/> No – Go to C3 .					
C1 Do any existing units for demolition include a secondary suite or rental accommodation? <input type="radio"/> Yes – Answer C2 and C6 . <input type="radio"/> No – Go to C3 .					
C2 Number of residential units being demolished or redeveloped, by type of tenure:	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)

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

Rental Unit Affordability

C6 Proposed residential unit(s) intended for rental accommodation or rental accommodation(s) for demolition:	
1. Number of Market Units proposed or for demolition	Below Market Units are units rented at or below 30% of the local Housing Income Limits , or similar. These applications will require a housing agreement to be registered as part of the development process. Below Market Rental Units with On-Site Supports are units rented at the Income Assistance Shelter rate providing permanent housing and on-site supports for people to transition out of homelessness.
2a. Number of Below Market Units proposed or for demolition	
2b. Number of Below Market Units with On-Site Support 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
- We collect and report housing unit counts for the Province of BC. Please refer to: mapleridge.ca/Housing-Target-Order-Housing-Supply-Act
 Your cooperation supports responsible housing growth in Maple Ridge.