



City of Maple Ridge  
**Certified Professional  
Program Supplement**

January 2025



# Document Verification

<i>Rev No.</i>	<i>Prepared by</i>	<i>Editorial Check</i>	<i>Reviewed by</i>	<i>Approved by</i>	<i>Comments</i>
0	MF		DC		Issued for Preliminary Review and Feedback
1	MF	MF	DC	GG	Issued for City and CP
2	GG	JK	SP	HN	Final Approval (February 11, 2025)

**Table of Contents**

**1. INTRODUCTION**

1.1 General..... 4  
1.2 City of Maple Ridge Building Bylaw ..... 4  
1.3 Certified Professional Program..... 4

**2. CITY OF MAPLE RIDGE - CP PROGRAM REQUIREMENTS**

2.1 General..... 4  
2.2 Application of the CP Program..... 4  
2.3 Building General Information ..... 4  
2.4 Code Consulting and Certified Professional Work ..... 5  
2.5 Building Permit Application ..... 5  
2.6 Civic Address..... 5  
2.7 Construction Value ..... 5  
2.8 Development Permit ..... 6  
2.9 Building Permit Fees ..... 6  
2.10 Staged Building Permits ..... 6  
2.11 Applying for Stage 1 Building Permit Before Development Permit Issuance ..... 7  
2.12 Building Permit Issuance Prior to Development Permit Issuance..... 8  
2.13 Additional Requirement..... 9  
2.14 Intake Meetings ..... 9  
2.15 Tenant or Landlord Improvements..... 9  
2.16 Departmental Reviews ..... 9  
2.17 Special Mechanical Systems ..... 9  
2.18 Alternative Solutions ..... 10  
2.19 Revision Permits ..... 10  
2.20 Trade Permits ..... 10  
2.21 Sign Permits..... 10  
2.22 Professional Liability Insurance ..... 11  
2.23 BC Housing – Residential Projects ..... 11  
2.24 Building Inspections and Occupancy ..... 11  
2.25 Final Design Drawings (Record Drawings) ..... 11

**3. APPENDIX - Certified Professional Program Forms:..... 12**

## **1. INTRODUCTION**

### **1.1 GENERAL**

The Certified Professional Program is recognized as an alternative program to the building permit plan and field review processes in the City of Maple Ridge. To become a Certified Professional (CP), Architects and Professional Engineers must successfully complete the Certified Professional Course and pass its examinations as administered by the Architectural Institute of British Columbia.

### **1.2 CITY OF MAPLE RIDGE BUILDING BYLAW**

In 2024, the City of Maple Ridge Council amended the Building Bylaw No. 6925-2012 (Building Bylaw) to permit a voluntary alternative plan checking and field review process through the Certified Professional Program. CPs are responsible for assuring that projects substantially comply with the British Columbia Building Code, the City of Maple Ridge Building Bylaw, relevant development permits, applicable city policies and provincial regulations. Under the Building Bylaw, a CP may be disqualified from practicing in the City of Maple Ridge if they fail to meet the City's requirements.

### **1.3 CERTIFIED PROFESSIONAL PROGRAM**

The Certified Professional Program in Maple Ridge follows the requirements outlined in the British Columbia Certified Professional Program Practice and Procedure Manual, including this supplemental. Click [here](#) to be directed to the provincial general manual of CP practice or contact the Architectural Institute of British Columbia [here](#).

## **2. CITY OF MAPLE RIDGE CP PROGRAM REQUIREMENTS**

### **2.1 GENERAL**

In general, the Certified Professional Program in Maple Ridge follows the procedures outlined in the British Columbia Certified Professional Program Practice and Procedure Manual. This section outlines specific requirements and provides necessary information for CPs to practice in the city of Maple Ridge.

### **2.2 APPLICATION OF THE CP PROGRAM**

The CP Program applies to the design and construction of any new, existing, or heritage buildings and tenant improvements that fall under the scope of Sentence 1.3.3.2.(1) of Division A of the British Columbia Building Code. The CP Program may also be applied to temporary buildings covered under the same provision.

Definitions in this supplemental are as defined under Division A, Article 1.4.1.2. of the Building Code and as defined in the City of Maple Ridge Building Bylaw.

### **2.3 BUILDING GENERAL INFORMATION**

The City of Maple Ridge's Certified Professional Program webpage at [MapleRidge.ca/CP](http://MapleRidge.ca/CP) contains useful information regarding the program and the building permit application process with the City. The CP should familiarize themselves with the information provided on this website. This supplemental will summarize some of the key requirements that CPs need to be aware of to work in the City of Maple Ridge.

## **2.4 CODE CONSULTING AND CERTIFIED PROFESSIONAL WORK**

The CP serves as the primary point of contact for the City of Maple Ridge regarding the coordination of permits required for building projects. The CP's role involves acting as a liaison between the City, the owner, and their design team, facilitating communication on specific Building Code issues and solutions. Additionally, the CP ensures that any conditions or requirements associated with the building permit are clearly conveyed to all parties involved.

Ensuring substantial compliance with the Building Code is complex and multi-faceted. The CP is not expected to be an expert on every aspect of the code or its referenced standards; however, they must have:

- A thorough understanding of Division A, Division C, and Parts 1 and 3 of Division B of the BC Building Code.
- A conceptual understanding of certain Part 3 standards, such as NFPA 13, 13R, 14, 80, 96, and CAN/ULC S524, S537, and S1001.
- Knowledge of when to apply other referenced standards and when to seek input from other Registered Professionals (RPs).
- A thorough knowledge of the City of Maple Ridge's relevant bylaws, policies, and procedures.

The CP also independently reviews the design and field review process, acting on behalf of the City for plan and site review services. Code Reports and supporting code coordination and confirmation documentation such as Code Compliance Drawings are to be prepared by the CP for submission to the City.

Although the CP may recommend the issuance of Building and Occupancy permits, the City of Maple Ridge retains final authority on all permit-related decisions.

## **2.5 BUILDING PERMIT APPLICATION**

The CP must submit the building permit application and all related supporting documents. The submission requirements are as outlined in the Certified Professional Program Building Permit Application Submission Checklist in the attached Appendix. Once the permit package is complete and ready for submission, the CP must schedule a meeting with the Building Department to go over the particulars of the project and the submission. For information on additional submission requirements refer to [MapleRidge.ca/CP](http://MapleRidge.ca/CP).

## **2.6 CIVIC ADDRESS**

Before submitting a building permit application, the CP must verify the project's correct civic address with the Building Department. If a new legal description is required, it must be registered with the Land Title Office prior to the issuance of a building permit. All Letters of Assurance and drawings must include the accurate civic address.

## **2.7 CONSTRUCTION VALUE**

The CP must obtain a construction value from the owner or owner's representative to be declared at the time of the building permit application. This construction value should be equivalent to a Class "C" Estimate, based on Schematic Design of the project as proposed and approved during the Developmental Permit or Planning Approval Stage. The City of Maple Ridge may verify the declared construction value with a third-party valuation source prior to building permit issuance.

The “Construction Value” shall be based upon current estimated construction costs. The current edition of the Marshall Valuation Service, the Marshall and Swift Residential Cost Handbook, or other valuation tables may be used by the Building Official to determine the market value for the purpose of assessing permit fees.

If the applicant disagrees with the value determined by the Building Official, the City may, at the applicant’s request and expense, engage a professional Quantity Surveyor to provide a written Class “C” cost estimate for the value of the work. In such a case, the term “Construction Value” will refer to the value of the work as estimated by the Quantity Surveyor.

## **2.8 DEVELOPMENT PERMIT**

Generally, the development permit must have been issued to initiate the building permit application process. Under the CP program, however, in some cases, when enough of the development permit application requirements have been met and no substantive changes to the project plan are expected, the City may accept building permit applications before the development permit has been issued. In these cases, the 1<sup>st</sup> Review Letter associated with the development permit application must have been issued before the building permit application can proceed. For more information on the general and specific conditions required to apply for a building permit before the development permit is issued, please refer to sections 2.11 and 2.12 of this supplement.

Please be aware that the acceptance of a Building Permit application does not imply Council’s final decision on the development permit application. The final decision to approve or reject the development permit application rests with the Council.

## **2.9 BUILDING PERMIT FEES**

The building permit application fees are required to be paid at the time of application. The balance of the permit fees will be calculated and forwarded after the final review has been completed. For an estimate of the permit fees, refer to the [City of Maple Ridge Fees and Charges Bylaw](#).

For CP projects, the permit fee (based on the Construction Value table) is reduced by 5% to a maximum of \$10,000 per project if a CP confirms Building Code compliance.

## **2.10 STAGED BUILDING PERMITS**

To expedite the building permit process, the City may issue a staged building permit, with up to three typical stages: excavation and shoring; foundation to grade; and the remainder of the work. For particularly complex projects, the City may approve additional stages. In these rare instances, the Chief Building Official or designate will determine the number of stages before the initial building permit is issued.

It is important to note that “full structure” or “superstructure” stages are not allowed due to their impact on the timing of related trades permits. Trade contractors generally prefer to mobilize soon after the structure is built; however, trade permits, such as those for sprinkler systems, depend heavily on the reviewed and issued architectural building permit drawings, which are not included in a “full structure” stage.

For staged permit applications, the CP must complete and submit the following forms to the City for each stage:

- Certified Professional Program – Authorized Staged Construction Form

- Certified Professional Program – Authorized Staged Construction Drawing List
- Either the Certified Professional Program – Development Permit Confirmation Letter or the Certified Professional Program – Development Permit Confirmation of Changes Letter, as applicable.

Each stage’s submission must stand alone as a complete package. Submission requirements will be reviewed and discussed by the CP and City of Maple Ridge staff during the intake meeting for the permit. Incomplete applications will not be accepted.

Refer to the CP Building Permit Application Submission Checklist in the attached Appendix for all the requirements applicable at each staged application.

## **2.11 APPLYING FOR STAGE 1 BUILDING PERMIT BEFORE DEVELOPMENT PERMIT ISSUANCE**

Applicants may be allowed to begin their Stage 1 building permit application before the development permit has been issued in certain cases, provided that the following general and specific conditions are met.

### General Conditions

- A demolition permit for any existing buildings or structures has been approved;
- The site does not contain residential rental units prior to excavation;
- A Development Permit Confirmation Letter has been submitted; and,
- A complete CP application is submitted and all conditions for building permit issuance have been met, including clearing reviews and paying fees.

### Specific Conditions

#### a. Zoning Amendment Applications

- The “1st Review Letter/Inter-departmental Consolidated Memo” for the development permit has been issued by the Planning Department, with substantial progress made in addressing the detailed conditions;
- The application has received comments from the Advisory Design Panel (ADP) and their comments have been substantially met;
- The proposed zoning amendment bylaw has received three readings;
- The project has received approval from the Planning and Engineering departments.

#### b. Applications that do not require a Zoning Amendment/Direct Development Permit

- The “1st Review Letter/Inter-departmental Consolidated Memo” for the development permit has been issued by the Planning Department, with substantial progress made in addressing the detailed conditions;
- The application has received comments from the Advisory Design Panel (ADP) and their comments have been substantially met;
- The project has received approval from the Planning and Engineering departments.

Any work performed prior to the issuance of the development permit is done at the owner's risk. If the development permit is not issued, the owner is responsible for restoring the site to its original condition before excavation. Any design changes required by the issued development permit must be incorporated into revised building permit drawings, at the owner's expense.

## **2.12 BUILDING PERMIT ISSUANCE PRIOR TO DEVELOPMENT PERMIT ISSUANCE**

Building permit applications submitted through the CP Program may be considered for Stage 1 issuance (limited to excavation and shoring) prior to the issuance of the development permit, provided both the following general and specific conditions are met.

### General Conditions

- The development includes one of the following uses: cultural and recreational uses (e.g., community center, neighbourhood house, library, museum or archives, park or playground), dwelling uses (e.g., Social Housing or Secured Market Rental Housing), or institutional uses (or any other use deemed by the Planning Department to be in the public interest);
- A demolition permit for any existing buildings or structures has been approved;
- The site does not contain residential rental units prior to excavation;
- A Development Permit Confirmation Letter has been submitted; and,
- A complete CP application is submitted and all conditions for building permit issuance have been met, including clearing reviews and paying fees.

### Specific Conditions

#### a. Zoning Amendment Applications

- The "1st Review Letter/Inter-departmental Consolidated Memo" for the development permit has been issued by the Planning Department, with substantial progress made in addressing the detailed conditions;
- The application has received comments from the Advisory Design Panel (ADP) and their comments have been substantially met;
- The proposed zoning amendment bylaw has received 3rd reading;
- The project has received approval from the Planning and Engineering departments.

#### b. Applications that do not require a Zoning Amendment/Direct Development Permit

- The "1st Review Letter/Inter-departmental Consolidated Memo" for the development permit has been issued by the Planning Department, with substantial progress made in addressing the detailed conditions;
- The application has received comments from the Advisory Design Panel (ADP) and their comments have been substantially met;
- The project has received approval from the Planning and Engineering departments.

The building permit for Stage 1 permits excavation and shoring work only, without the issuance of a related development permit. Note that no further stages of work will be authorized until the development permit is issued.

Any work performed prior to the issuance of the development permit is done at the owner's risk. If the development permit is not issued, the owner is responsible for restoring the site to its original condition before excavation. Any design changes required by the issued development permit must be incorporated into revised building permit drawings, at the owner's expense.

### **2.13 ADDITIONAL REQUIREMENT**

In addition to the conditions outlined above, a Letter of Credit (LOC) and/or a Section 219 covenant on the property title will be required before a Stage 1 excavation permit can be issued, in cases where the development permit has not yet been granted. The LOC must cover the estimated cost of backfilling the excavation, along with a contingency amount, in the event that the development permit is not issued. The applicant must submit three quotes detailing the costs associated with restoring the site to its pre-construction condition.

### **2.14 INTAKE MEETINGS**

An intake meeting is required for each building permit submission. During this meeting, the Building Official will review the submission to confirm its completeness. The CP must provide all necessary documents, drawings, and letters, digitally sealed and stamped when required, are provided as outlined in the CP Building Permit Application Submission Checklist. Intake meetings are scheduled by appointment and can be held either in person or virtually. Incomplete submissions will not be accepted.

### **2.15 TENANT OR LANDLORD IMPROVEMENTS**

If a building has not yet received final occupancy, any tenant or landlord work and permits should involve the original Certified Professional (CP). In these cases, the CP must either take overall responsibility (CP-1) or review the improvement for compatibility with the base building (CP-3). Ideally, the same Registered Professionals should be used for both tenant or landlord improvements and the base building. If different professionals are involved, a letter from the base building's Certified Registered Professional is required. This letter must confirm that the proposed improvements have been discussed with the relevant registered professionals for the base building and that it is acceptable for other consultants to carry out the work before the base building receives occupancy.

### **2.16 DEPARTMENTAL REVIEWS**

In addition to the building permit review, separate departmental reviews (e.g., Planning, Engineering) occur during the building permit review process. The CP is the main point of contact with the City of Maple Ridge and is required to obtain from the consultants that are providing the City of Maple Ridge departments with the requested information and requirements.

### **2.17 SPECIAL MECHANICAL SYSTEMS**

The CP must ensure that mechanically related fire emergency systems - such as commercial kitchen exhaust systems, combustible dust collectors, paint spray booths, and non-aqueous fire suppression systems - are submitted to the Building Department for review.

The CP is also responsible for facilitating the exchange of all relevant information between the City of Maple Ridge and the consultant or designer.

## **2.18 ALTERNATIVE SOLUTIONS**

Any Alternative Solutions to the requirements of the BC Building Code must be proposed in writing, preferably with the building permit application. The alternative solution must be reviewed and stamped by the CP prior to submission to the City. For the Alternative Solution Application form, click on this [link](#) or use the search tool at [Search | Maple Ridge, BC](#).

Note: The City of Maple Ridge is not obligated to accept Alternative Solutions that do not meet the functional and objective requirements of the Acceptable Solutions.

## **2.19 REVISION PERMITS**

Revisions to the approved building permit drawings must be submitted to reflect any changes made. However, a separate permit application is not required, as revisions remain associated with the original building permit.

The CP must review and stamp all revised drawings and supporting documents to ensure they substantially comply with the BC Building Code and the City of Maple Ridge Building Bylaw.

Permit revisions require the following:

- A separate Authorized Staged Construction Form
- An Authorized Staged Construction Drawing List with revisions noted
- Drawings with revisions clearly clouded or bubbled

Depending on the extent of the exterior changes to a building, a development permit amendment may be required. In such cases, a new Development Permit Confirmation Letter is required. In these instances, the following must be submitted:

- A letter stating "Development Permit Changes" along with a list of all proposed changes must be submitted.
- Development Permit application, fees, and associated documents (refer to the CP Checklist)
- Letter of Authorization

It is the CP's responsibility to gather and consolidate the revised drawings and supporting documents into a complete building permit revision package for submission to the city.

## **2.20 TRADE PERMITS**

Any drawing submitted for trade permits must be sealed by the Registered Professional of Record responsible for it and reviewed for coordination purposes by the CRP, and then submitted by the CP with CP stamp.

## **2.21 SIGN PERMITS**

A separate permit application is required for signs. Signs are required to meet the Sign Bylaw No.7630-2020 and development permit requirements. You can find the [Sign Bylaw](#) here and find the Sign Bylaw Application Form [here](#).

## **2.22 PROFESSIONAL LIABILITY INSURANCE**

The CP must provide a current copy of their “Professional Liability” or “Errors and Omissions” insurance and must carry a minimum \$2,000,000 per claim.

## **2.23 BC HOUSING – RESIDENTIAL PROJECTS**

In British Columbia, new homes must be built by licensed residential builders and covered by home warranty insurance under the Homeowner Protection Act. BC Housing declaration (warranty approval or exemption) is required for all residential projects.

Visit BC Housing’s website at [BCHousing.org](http://BCHousing.org) for full details and access to forms.

## **2.24 BUILDING INSPECTIONS AND OCCUPANCY**

The CP is required to perform monthly site reviews and submit a report to the responsible Building Official. The Building Official may make random site visits to review the status of the building relative to the CP’s site review reports.

Prior to final occupancy, the CP is required to submit the Final Building Inspection Document List (refer to the Provincial CP manual) to the City of Maple Ridge in a digital submission through SharePoint or other City portal. Once all required documents are confirmed the CP will coordinate with the Building Inspector on a final walkthrough.

The CP can recommend Final Occupancy and/or issuance of Occupancy Permit but cannot authorize occupancy of a building.

## **2.25 FINAL DESIGN DRAWINGS (RECORD DRAWINGS)**

Final design drawings are not required to be submitted to the City of Maple Ridge if the CP verifies that the accepted building permit drawings were complete and the final design substantially complies with the original building permit drawings.

If the final design does not substantially comply with the accepted building permit drawings, the CP shall not request a final inspection until revised drawings and a list of changes are submitted and accepted by the City. Revised drawings shall be submitted for each discipline in which the changes are applicable. All revised drawings must comply with the conditions of the approved development permit for the project.

Drawings must be marked clearly as “Final Design Drawings”, signed and sealed by the Registered Professional of Record responsible, and be marked with the CP’s stamp. Bubbles or revisions should be clearly marked and noted.

### 3. APPENDIX

#### *Certified Professional Program Forms:*

1. [Confirmation of Commitment by Owner and Certified Professional \(Schedule CP-1\)](#)
2. [Confirmation of Completion of Code Coordination \(Schedule CP-2\)](#)
3. [Confirmation of Tenant Improvement Compatibility \(Schedule CP-3\)](#)
4. [Owner's Undertaking Form \(Schedule "F"\)](#)
5. [Certified Professional Program Building Permit Application Submission Checklist](#)
6. [Building Permit Application](#)
7. [Assurance of Independent Review of Structural Design Concept](#)
8. [Tenant Improvement Development Review Confirmation letter](#)
9. [2024 BC Letters of Assurance](#)
10. [2024 British Columbia Building Code Checklist](#)
11. [Project Directory \(listing only responsible professionals\)](#)
12. [Authorized Staged Construction Form](#)
13. [Authorized Staged Construction Drawing List](#)
14. [Development Permit Compliance Letter](#)
15. [Development Permit Confirmation of Changes Letter](#)
16. Monthly Progress Report (CP Manual)
17. [Monthly Site Review Report Form](#)
18. Trade Permit Rough-in and Final Declarations Prior to Inspection
19. Final Building Inspection Document Checklist (CP Manual)
20. Occupancy Permit Application and Final Design Drawing Checklist