

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:** \_\_\_\_\_

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

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

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

**Coordinating Registered Professional:** \_\_\_\_\_

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

**Coordinating Registered Professional Signature:** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Structural Engineer:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Civil Engineer:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_

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

**Subtype (Select One):**

☐ Commercial ☐ Institutional ☐ Industrial

☐ Apartment over Commercial\* ☐ Apartment/Condo\*

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

**Work Type (Select One):**

☐ New ☐ Repair ☐ Foundation Only ☐ Demolition

☐ Addition ☐ Renovation ☐ Temporary Building

**For Work Types Other Than "New", Please Explain Details of The Project:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Project Value** (Includes cost of plans, materials, and labour): \$ \_\_\_\_\_

Number of Storeys: \_\_\_\_\_

Number of Residential Units Being Created: \_\_\_\_\_

Number of Non-Residential Units Being Created: \_\_\_\_\_

Is there an elevator? ☐ Yes ☐ No Is there underground parking? ☐ Yes ☐ NoAre there other uses in the parkade? ☐ Yes ☐ No**Floor Area of (sq. ft.):**

First Floor: \_\_\_\_\_ Second Floor: \_\_\_\_\_ Third Floor: \_\_\_\_\_

Fourth Floor: \_\_\_\_\_ Fifth Floor: \_\_\_\_\_ Sixth Floor: \_\_\_\_\_

Mezzanine or Loft: \_\_\_\_\_ Underground Parkade: \_\_\_\_\_ Parkade Storage Space: \_\_\_\_\_

Parkade Mechanical Room(s): \_\_\_\_\_ Parkade Meeting Rooms: \_\_\_\_\_

Parkade Lobbies: \_\_\_\_\_ Parkade Exit Shafts: \_\_\_\_\_ Parkade Rec. Room(s): \_\_\_\_\_

Total Lot Coverage: \_\_\_\_\_ Total Floor Area (sq. ft.): \_\_\_\_\_

**Retaining Walls**

Length of Wall (Metres): \_\_\_\_\_ Height of Wall (Metres): \_\_\_\_\_

See [Retaining Wall Bulletin and Guide](#) for additional requirements. Per zoning bylaw a single wall cannot exceed 1.2 metres in height without a variance.**Site Servicing Information****Number of:**

Metres for Perimeter Drain: \_\_\_\_\_ Metres for Sanitary Sewer: \_\_\_\_\_

Metres for Storm Sewer: \_\_\_\_\_ Metres for Water Service: \_\_\_\_\_

Rain Water Leaders: \_\_\_\_\_ Fire Hydrants: \_\_\_\_\_ Manholes: \_\_\_\_\_

Sumps: \_\_\_\_\_ Floor Drains: \_\_\_\_\_ Catch Basins: \_\_\_\_\_

Oil Interceptors: \_\_\_\_\_ Sewage Pumps: \_\_\_\_\_ Lawn Basins: \_\_\_\_\_

Forced Mains: \_\_\_\_\_

**Installing a Fuel Tank?\*** ☐ Yes ☐ No

\*If Yes, please contact the Maple Ridge Fire Department at 604-463-5880 for a tank installation permit.



## Building Permit Application

### Commercial, Industrial, Multi-Unit and Institutional

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

*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 ext. or by emailing [FOI@MapleRidge.ca](mailto:FOI@MapleRidge.ca).*

Applicant Name: \_\_\_\_\_

Please Select One: ☐ Owner ☐ Owner Representative                      Signature                      Date

**Please see next page for completion of Provincial Housing Data Requirements.**

## 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 <b>C1, C2 and C6</b> . <input type="radio"/> No – Go to <b>C3</b> .					
<b>C1 Do any existing units for demolition include a secondary suite or rental accommodation?</b> <input type="radio"/> Yes – Answer <b>C2 and C6</b> . <input type="radio"/> No – Go to <b>C3</b> .					
<b>C2 Number of residential units being demolished or redeveloped, by type of tenure:</b>	Number of <b>studio units</b>	Number of <b>1 bdrm. units</b>	Number of <b>2 bdrm. units</b>	Number of <b>3 bdrm. units</b>	Number of <b>4+ bdrm. units</b>
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 <b>C4, C5 &amp; C6</b> . <input type="radio"/> No – No additional information required	<b>C5 Number of proposed residential units by type of tenure:</b>					
		Number of <b>studio units</b>	Number of <b>1 bdrm units</b>	Number of <b>2 bdrm units</b>	Number of <b>3 bdrm units</b>	Number of <b>4+ bdrm units</b>
	Owned Units					
	Rental – *Purpose Built Units					
	Rental – **Secondary Suite Units					
<b>C4 Number of residential units being created:</b> <input type="text"/> <small>*Please note: A secondary suite or detached garden suite (DGS) is identified as a separate residential unit.</small>	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.