

This Guide is to provide assistance regarding the Permit Process for Construction Site Office Trailers.

**Construction Site Office Trailers** require a Building Permit in the City of Maple Ridge. Construction Site Office Trailers may be permitted for a period up to 2 years with one additional 6 month extension. The office trailer shall not be installed until a building permit has been issued and shall be removed within 30 days of issuance of the final occupancy certificate. Construction Site Office Trailers shall only be used as offices for developers / contractors and project management.

The office trailer must be placed on **private property**. Office Trailers are not to be placed on city property unless a highway use permit is obtained from the City of Maple Ridge Engineering Department [Highway Use Permit Application](#).

### Building Permit Requirements:

- The office trailer shall be addressed by the same civic address as the principal building on the property. Address to be clearly visible from the road.
- The office trailer is required to be anchored / supported as per structural engineer's requirements.
- Where electrical is being used even if only supplied through extension cords the office trailer will need to be ground which will be required through an electrical permit.
- If connecting to potable water or sanitary sewer a separate plumbing permit is required.
- Stairs, guards and handrails are required and are to be code compliant. A handicap accessible ramp may be required to accommodate persons with disabilities.



Documents required with [Portable and Temporary Buildings Permit Application](#):

- [Letter of Authorization](#) AND [Owners Acknowledgement of Responsibility Letter](#)
- [Temporary Building Agreement](#)
- Site plan showing the location of the office trailer with setbacks from property lines.
- Elevation drawings for the office trailer.
- Structural design of anchorage / support sealed by a structural engineer with Letters of Assurance.
- Verification of CSA Certification for the office trailer.

A **shipping container** may be used as a construction site office with related supplies and equipment for office functions only. The storage of gasoline, propane, or any flammable, combustible liquid or compressed gas or explosive as defined in the Maple Ridge Fire Prevention By-law No. 4111-1988 is prohibited.

The use of shipping containers must also comply with the City of Maple Ridge Zoning bylaw.

- The container must have a man door installed swinging on a vertical axis.
- Additional ventilation must be installed at a rate of 2% of the floor area with a minimum of two vents remotely located from each other and in compliance with MR Fire Department Bulletin [Intermodal Container Storage MRFD](#).

"This information is provided for convenience only and is not a substitution of applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."