



# Home Improvement Permit Application

## Additions, Renovations & Repairs

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

### Project Address:

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

Legal Description: \_\_\_\_\_

Zone: \_\_\_\_\_ DP #: (if applicable) \_\_\_\_\_ DVP/BOV#: (if applicable) \_\_\_\_\_

### Building Type for Proposed Addition, Renovation or Repair:

- Courtyard
- Mobile Home
- Single Detached
- Detached Garden Suite (DGS)
- Modular Home
- Duplex
- Multiplex

### Work Type (Select One):

- Addition** - A horizontal or vertical addition to an existing structure which increases floor area or height, including but not limited to deck additions, roof covers, enclosing an existing space, or alterations to accommodate a secondary suite.
- Renovation** - Alterations to an existing structure without increasing floor area, including but not limited to structural changes, system upgrades, building envelope repairs, basement finishes, layout modifications, or alterations to accommodate a secondary suite.
- Repair** - Repair or replacement of building materials or components.

Description of Proposed Work: \_\_\_\_\_

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

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Is the building sprinklered?  Yes  No  
Sprinkler Detail: Existing *(no modifications)*  New *(included in scope of work)*  Not Applicable:

Is this permit to legalize an existing suite?  Yes  No

Are you creating an additional dwelling unit?  Yes  No

If yes, please confirm the following:

- How many dwelling units are currently on the property?  1  2  3  4  5  6
- How many additional units are being proposed?  1  2  3  4  5
- What type of dwelling unit is being created?
  - Secondary Suite
  - Detached Garden Suite (DGS)
  - Duplex
  - Unit(s) *(Units in addition to a secondary suite within a primary dwelling or an additional DGS)*

**Primary Contacts:****Property Owner**

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Is this a stratified property?  Yes  No

If yes, a Letter of authorization from Strata Management (signed by Strata's signing authority) must be submitted at time of application, approving the requested scope of work for that specific unit, as per Strata Property Act, Chapter 43.

**Designer**  **or Architect**  *(if applicable)*

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

Company: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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



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### Contractor

**For Contractors with an Intermunicipal Business License (IMBL), please include a copy of the license with this application.**

Business Name: \_\_\_\_\_ Business Licence: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

### Owner Representative ([Letter of Authorization](#) required)

Owner Representative: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

**Multi-User Access:** (Includes log-in access to the permit through portal for processes such as review, payments, document uploading, etc.)

Please provide name and contact details below for each additional user access required:

Username: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Username: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Username: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

Username: \_\_\_\_\_ Position: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email address: \_\_\_\_\_

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

Please Select:  Owner  Owner Representative  Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please see next page for Provincial Housing Data Requirements**

## PROVINCIAL HOUSING DATA REQUIREMENTS

- For **residential demolitions, renovations or redevelopment**, complete Section 1 and 3
- For **new residential construction or addition of residential units**, complete Section 2 and 3
- For projects that **combine renovations to existing residential & construction of new units** complete Section 1, 2 and 3

For additional guidance please visit: [Housing Target Order Requirements - Guidance for Applicants](#)

### SECTION 1: Existing Residential Information – For Demolition, Renovation or Redevelopment

Project type: Demolition  Renovation/Redevelopment

<b>Demolition: Does the structure for demolition include a secondary suite or rental accommodation?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>					
<b>Renovation: For an existing residential unit, will you add or remove existing bedrooms?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>					
If yes, please select: Add <input type="checkbox"/> Remove <input type="checkbox"/> Number of bedrooms to be added or removed: <input type="text"/>					
<b>Number of residential units being demolished, renovated 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					

### SECTION 2: Proposed Residential Information – New Construction, Addition of Residential Unit(s)

<b>Number of residential units being created:</b> <input type="text"/>  <i>Note: A secondary suite or detached garden suite (DGS) is identified as a separate residential unit.</i>	<b>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
	Owned Units					
	Rental – *Purpose Built Units					
	Rental – **Secondary Suite Units					
	Rental – ***Accessory Dwelling Units					
	Rental – ****Co-op Housing Units					

### SECTION 3: Rental Unit Affordability

<b>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 (HIL)</a> per unit size.  <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)