
On request, the Planning and Building Department can provide information for legal purposes on any property within Maple Ridge for which information and records are available. The request must be made by a lawyer, notary or other legal professional and emailed to Planning@MapleRidge.ca.

The fee for this service is established in the current City of Maple Ridge [Fees & Charges Bylaw](#), as amended from time to time and must be paid in full at the time of the request before the letter is released.

Payment (by cash, cheque, Visa or MasterCard) is payable to the City of Maple Ridge and must be received with a written request. The letter of request must include:

- Requestor's name, address, phone and email address
- Address of requested property
- Legal Description of property
- Strata Lot Number (if applicable)
- PID/Roll number of property (optional)

Please include any specific information you require in your request. A letter will be prepared by the City and include the following information, in addition to any other specific information you request:

- A zoning map of the property and the applicable section of the City of Maple Ridge Zoning Bylaw which outlines appropriate uses for that section
- Outstanding Permit issues
- Business licenses
- Current Bylaw complaints

The City will endeavour to have letters prepared within 20 business days of the request. If indicated in the request, the City will provide an email copy to the requestor, with the original copy and related attachments to follow by regular mail.

Any requests for copies of "all" property records, including plans, reports, etc. must be directed to the City's Legislative Services Department at phone: 604-466-4300 ext. 5557, email: foi@mapleridge.ca. These requests, including processing deadlines, are subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

For Planning Department information or if you have any questions, please contact the City's Planning Department at 604-467-7341, email: Planning@MapleRidge.ca.

For Fraser Health Information, please contact the Fraser Health Authority Health Unit, 400 - 22470 Dewdney Trunk Rd, Maple Ridge, BC V2X 5Z6, phone: 604-476-7000.

For Fire Inspection or Fire Department record information, please contact the Maple Ridge Fire Department at 22708 Brown Avenue, Maple Ridge, BC V2X 9A2, phone: 604-463-5880, email: Fire@MapleRidge.ca.