

Project Address: _____ **Completed By:** _____

**These documents are provided by the City of Maple Ridge*

Documentation - Required for Acceptance of Permit Application	Applicant			Internal	
	Yes	Digital Seal	N/A	Yes	N/A
*Application Form – Completed and signed by applicant. <i>(Only required for in-person applications.)</i> Building Permit Application - New Residential Buildings	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*Owner's Acknowledgement of Responsibility Form Owner's Acknowledgement of Responsibility - Simple Buildings	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search – A current title search <i>(within last 30 days)</i> from the Land Title Office, for each parcel involved in the proposal, and if applicable, copies of restrictive covenants. <i>(If new ownership, provide proof of ownership i.e., sales contract. The Land Title Form "A" will be required prior to issuance of any permits where a sales contract was provided.)</i> BC Company Summary – If property is company owned, a BC Company Summary is required. To obtain a Summary, visit www.bcregistry.gov.bc.ca	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*Zoning and Parking Summary Checklist – Required for all applications. Residential Zoning Checklist Urban	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*Consent to Construct Form – *Stratified properties. <i>(If applicable, this must be signed by the strata or land title owners for all units.)</i> Consent to Construction	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Letter of Authorization Form – Required for non-owner Building Permit applicants. Letter of Authorization Form	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contractor's Business License – If applicable, must be valid in City of Maple Ridge.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Minimum Building Elevation (MBE) Letter - Letter from Engineer verifying MBE. <i>(Applicable to infill lots.)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Geotechnical Report - Is required only if the property is flagged to be in geohazard area. Sloping Sites Geotechnical Requirements Bulletin	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Floodplain - If the property is flagged within a floodplain, a flood hazard assessment that includes prescribed flood construction level (FCL) must be submitted by a qualified professional. PP Guidelines - Legislated Flood Assessments in a Changing Climate in BC V.2.1 (Refer to and submit Appendix I)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Services Review (ESR) – Required for two or more principal dwelling units on a single property. You must apply for the ESR and receive a report from Engineering prior to applying for the building permit. Engineering Service Review - Multiplex	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
*Electrical Load Calculation Worksheet Electrical Load Calculation	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Load Calculations >200 Amps - I Have Confirmed the Supply Service Electrical Characteristics, Service Equipment and Pole Locations with BC Hydro. Electrical Service Connections	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
BC Step Code Compliance Checklist – For each building on the lot. (Pre-construction)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HOT2000 Reports – House with Standard Operating Condition for each proposed building on the lot. (Reference house report required for building conforming to Step 5 of BC Energy Step Code.)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CSA F280 Reports: Heat Loss and Heat Gain Calculation	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B – Structural plus Certificate of Insurance (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Geotechnical plus Certificate of Insurance (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Fire Suppression plus Certificate of Insurance (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Schedule B: Plumbing (Infiltration System/Rock Pit/Sani Sump Pump) Plus Certificate of Insurance (Signed, sealed, and dated by P. Eng with permit to practice number.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Schedule D: ESC Plan Monitor's Letter of Understanding and Authority Maple Ridge Watercourse Protection Bylaw No. 6410-2006	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Schedule E: ESC Plan Monitor's Letter of Appointment Maple Ridge Watercourse Protection Bylaw No. 6410-2006	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Schedule G: Certificate of Well Water Quantity and Potability Plus \$5000 Deposit required. (Signed, sealed, and dated by P. Eng with permit to practice number.) Certificate of Water Quantity and Potability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Acknowledgement of Section 219 Covenant for Geotechnical Investigation Report Covenant 219 Acknowledgement	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Environmental Development Permits Watercourse Protection Development Permit Checklist - Required for development and building permits within 50 metres of top of bank from watercourses and wetlands. Natural Features Development Permit - Established for the preservation, protection, restoration and enhancement of the natural environment	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wildfire Development Area Wildfire Construction Requirements (For buildings that do not require a Development Permit) Wildfire Development Permits - Require Compliance Report by the Design Professional or a Registered Forestry Professional (RPF)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fraser Health Septic Filing - To be obtained from Fraser Health Authority.	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Home Registration Form (HPO)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Servicing Inspection Acknowledgement Letter	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Plans/Drawings - Required for Acceptance of Permit Application	Applicant			Internal	
	Yes	Seal	N/A	Yes	N/A
Drawing requirements: Step Two: Prepare - Part D - Document Standards					
All Building Permit Submission Drawings Shall Be: <ul style="list-style-type: none"> To scale, legible and must be double lined drawings (except site plans) Compliant with the current British Columbia Building Code (BCBC) and Maple Ridge Zoning Bylaws in its entirety and specified as such on the drawings For In-person Applications: <ul style="list-style-type: none"> Three (3) sets of complete drawings are required All required documents and drawings must be dated, wet or digitally stamped and signed The drawings shall be submitted on sheets no smaller than 280 × 430mm (11" × 17") <i>*Further documents and drawings may be required during the review stage.</i> 					
Stormwater Management Plan On Site Stormwater Management Plans (SMPs) are required for all development sites under the current Watercourse Protection and Subdivision and Development Servicing Bylaws. Infiltrator Bulletin 3 Tier Stormwater Management Guide <i>Multiplex applications must detain 100 year storm release at a 2 year forested rate.</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Erosion and Sediment Control Plan	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Retaining Wall Drawings All proposed retaining walls must be shown on-site plan. Top and bottom of wall elevation to be indicated. <i>(To be signed and sealed by P. Eng for wall greater than 1.0 meter high.)</i> Retaining Wall Guide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Onsite Sewerage System Plan (Septic) - System Specification Design/Details Plus \$5000 Deposit Required. <i>(Signed, sealed, and dated by P. Eng with permit to practice number)</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (Scale: 1/8" = 1'-0" = 1' -0" for larger sites)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Reduced Site Plan (no larger than 11"x 17")	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Elevation Drawings (Scale: 1/4" = 1'-0")	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Floor Plans (Scale = 1:50 or 1/4" = 1'-0")	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Construction Detail Drawings (Scale: 1/2" = 1'-0")	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Foundation, Cross Sections and Roof Plans (Scale: 1/4" = 1'- 0")	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Radon Mitigation Layout and Details	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings (Scale: 1/4" = 1'-0") <i>(Signed, sealed and dated by P. Eng with permit practice number.)</i>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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	Yes	Digital Seal	N/A	Yes	N/A
As Built Lot Grading Plan (new subdivision) or Survey Plan (infill lot) Lot Grading Plan Requirements Subdivision Final Grade Survey	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Site Servicing Key Plan (Scale 1/8" = 1'-0" or 1/16" = 1'-0" for larger site) <i>(For lots that require new service connections)</i> Key Plan Requirements	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Pump Design (If applicable) A sanitary pump is only permitted to service basements with providing backup system or 24hr storage capacity only if there is suite potential. Fraser Health - Resources For Onsite Sewerage Systems	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Water Meter *Installation Application - Application For Water Meter Installation	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
*Water Meter Sizing Calculation Sheet (Applicable to Triplex or above) Design and Construction Documents See Part 5 Appendix A	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*On Site Services Application – For all on site servicing work On Site Services Application	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Intake Comments:	
Comment Acknowledgement - Applicant Signature:	Comment Acknowledgement - Plan Checker/ Service Tech. Signature: