

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

**Project Address:** \_\_\_\_\_ **Property Zoning:** \_\_\_\_\_

These documents are provided by the City of Maple Ridge	Applicant	
	Yes	N/A
<b>Minimum Required Supporting Documents</b>		
*Application Form <a href="#">Home Improvements Additions Renovations and Repairs Permit Application</a>	<input type="checkbox"/>	<input type="checkbox"/>
*Owner's Acknowledgement of Responsibility Form <a href="#">Owners Acknowledgement of Responsibility Simple and Complex Buildings</a>	<input type="checkbox"/>	<input type="checkbox"/>
Land Title Search (within last 30 days)	<input type="checkbox"/>	<input type="checkbox"/>
Contractor's Business Licence	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings (2 copies for paper applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Drawings (2 copies for paper applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Arborist Report (or proof of exception obtained from <a href="mailto:Trees@MapleRidge.ca">Trees@MapleRidge.ca</a> )	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Structural plus Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Geotechnical plus Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>

<b>Additional Documents (if applicable)</b>	Yes	N/A
Letter of Authorization Form <a href="#">Letter of Authorization - Assign Owner Representative</a>	<input type="checkbox"/>	<input type="checkbox"/>
BC Company Summary (when property is company owned)	<input type="checkbox"/>	<input type="checkbox"/>
Site Plan (2 copies for paper applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Plumbing Drawings (2 copies for paper applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Fire Suppression Drawings (2 copies for paper applications only)	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Plumbing plus Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Schedule B: Fire Suppression plus Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>
BC Step Code Compliance Checklist	<input type="checkbox"/>	<input type="checkbox"/>
CSA F280 Reports: Heat Loss and Heat Gain Calculation	<input type="checkbox"/>	<input type="checkbox"/>
HOT2000 Reports	<input type="checkbox"/>	<input type="checkbox"/>
Acknowledgement of Section 219 Covenant Form <a href="#">Acknowledgement of Section 219 Covenant Form</a>	<input type="checkbox"/>	<input type="checkbox"/>
Flood Hazard Assessment	<input type="checkbox"/>	<input type="checkbox"/>
Fraser Health Septic Filing	<input type="checkbox"/>	<input type="checkbox"/>
Sanitary Pump Design	<input type="checkbox"/>	<input type="checkbox"/>
Schedule G: Certificate of Well Water Quantity and Potability Plus	<input type="checkbox"/>	<input type="checkbox"/>
Septic Documents	<input type="checkbox"/>	<input type="checkbox"/>
Development Permits – Wildfire / Environment	<input type="checkbox"/>	<input type="checkbox"/>



**Maple  
Ridge**

## Permit Checklist Home Improvement - Additions

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Erosion and Sediment Control Plan	<input type="checkbox"/>	<input type="checkbox"/>
Solid Waste Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Engineering Servicing Inspection <a href="#">Engineering Servicing Inspection</a>	<input type="checkbox"/>	<input type="checkbox"/>
Water Meter Application <a href="#">Application for Water Meter Installation</a>	<input type="checkbox"/>	<input type="checkbox"/>

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_

*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. Questions? Contact the FOI Office by calling 604-466-4300 or by email: [FOI@MapleRidge.ca](mailto:FOI@MapleRidge.ca). Formal FOI requests may be addressed to the Corporate Officer.*