

Contents

Welcome	2
Key Features	2
Getting Started	3
Creating an Account and Logging In.....	3
Your Dashboard	7
Starting a New Application	7
Step-by-Step Application Process	9
Step One: Details	9
Step Two: Project Address	9
Step Three: Additional Information.....	10
Step Four: Provincial Housing Required Data (If Applicable)	10
Step Five: Supporting Documents.....	10
Step Six: Consent Page.....	12
Step Seven: Fees & Payment.....	12
After Submission	12
Post Submission Actions.....	12
When Your Application Status is “Waiting for Client”	13
• How to Cancel Your Application	14
Making Payments	15
When Payment is Required	15
How to Make a Payment.....	15
How to access your approved permit/review	17
Revisions.....	19
Inspection Document Uploads	21
How to Request Occupancy	21

Occupancy	23
How to Request Occupancy	23
Miscellaneous	26
How to reset your password	26
Any other questions?	26

Welcome

The City of Maple Ridge’s Building Services Online Application Portal simplifies the application process for permits. Builders, developers, homeowners, and businesses can submit applications digitally, track progress, and manage documents in one place.

The Portal currently supports applications for:

- [New Home Construction](#)
- [New Complex Building Construction](#)
- [Tenant/Landlord Improvements](#)
- [Demolition Permits](#)
- [Home Improvements](#)
- [Occupancy Permits](#)
- [Engineering Servicing Reviews](#)
- [Pre-Application Reviews](#)
- [Highway Use Permits](#)

Key Features

- Simple guided application process
- 100% online document submission
- Faster, more predictable review timelines

- Save and resume your application anytime
- View all your active and past applications in one dashboard
- Online payments, up to \$100,000.00 by credit card

Getting Started

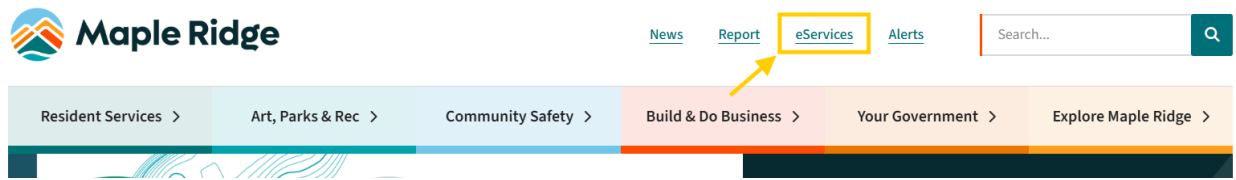
To begin a new application, you'll need to create an account or log in.

You *do not* need an account to:

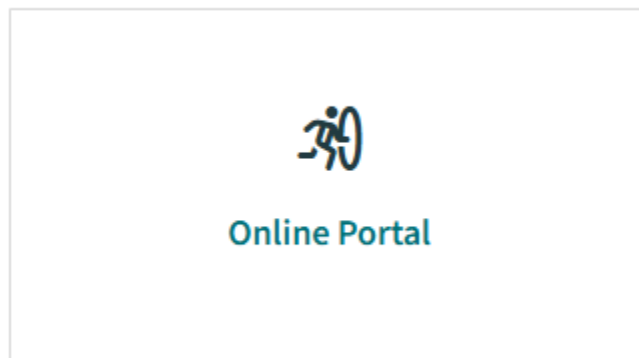
- Search for an existing permit by property address

Creating an Account and Logging In

- Portal login can be found [here](#)
 - From the Maple Ridge Homepage (www.mapleridge.ca) click “eServices” at the top, right of the page:



-
- Scroll down to "Popular eService" and click "Online Portal":



- -
 -
 - d.
- To Login or Register, click “Login or Register”

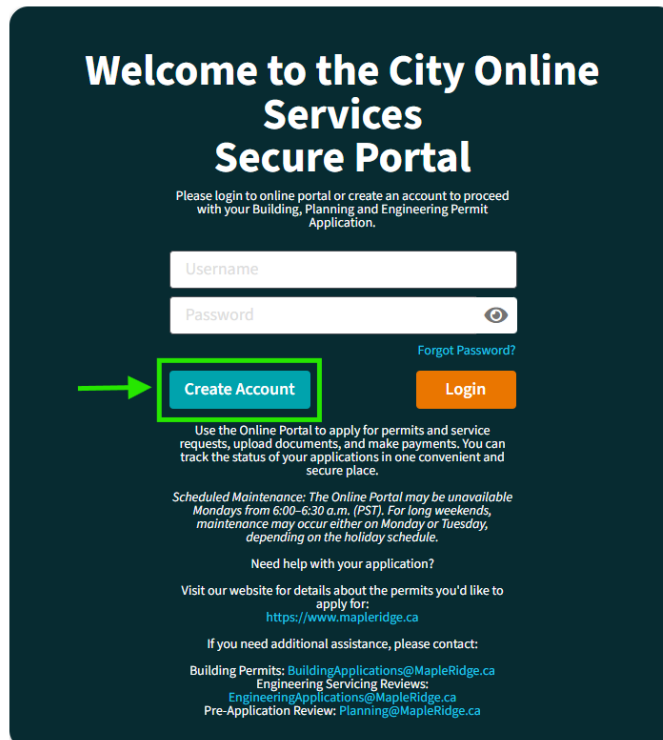
11995 Haney Place, Maple Ridge, BC V2X 6A9
 Phone: 604-467-7311
 Email: BuildingApplications@MapleRidge.ca



a.

3. To create an account, click “Create Account” next to the green arrow

Home Registered User Public Search



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

4. If creating an account, you will need to acknowledge the Freedom of Information and Protection of Privacy Act page. Click on the acknowledgement box (next to the green arrow), then click “Submit” (outlined in green)

Personal information entered on this site is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of processing your application. If you have any questions or concerns about how your information will be used, contact the FOI Office by calling 604-466-4300 or by emailing FOI@MapleRidge.ca. For more information about FOIPPA at the city, please visit our [Freedom of Information](#) page.

☐ Electronic Signature Acknowledgment ⓘ
 * This input field is required.

- a. Fill out all of the required information, indicated in red under the info boxes to create an account. Once completed, click “Submit”
- b. You will receive an email with a PIN shortly which will contain the next step in the process. Please check your junk or spam folder if not initially found in your inbox
- c. The email will look like the following, and contains a link. Click on the link, it will take you to the next step:

Dear Fake Name:

To continue your registration please click on the following:

<https://citizenportal.mapleridge.ca/citizenportal/app/pin-verify?emailAddress=>

<https://citizenportal.mapleridge.ca/citizenportal/app/pin-verify?emailAddress=&pin=904381A78162DC5>

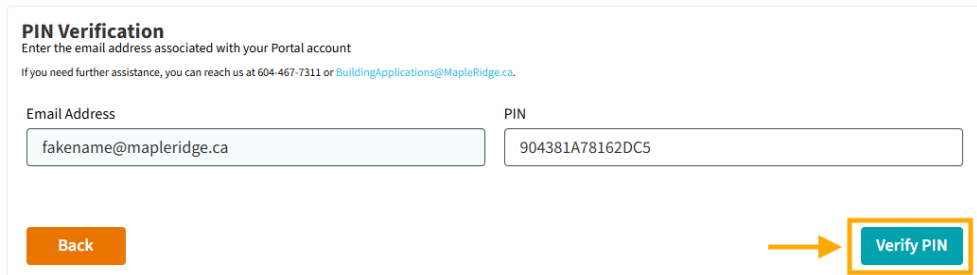
Registration PIN: 904381A78162DC5

Regards

Maple Ridge

- d. The link will open a new webpage that has auto populated your email and the PIN provided. Click “Verify PIN” (next to the yellow arrow)

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

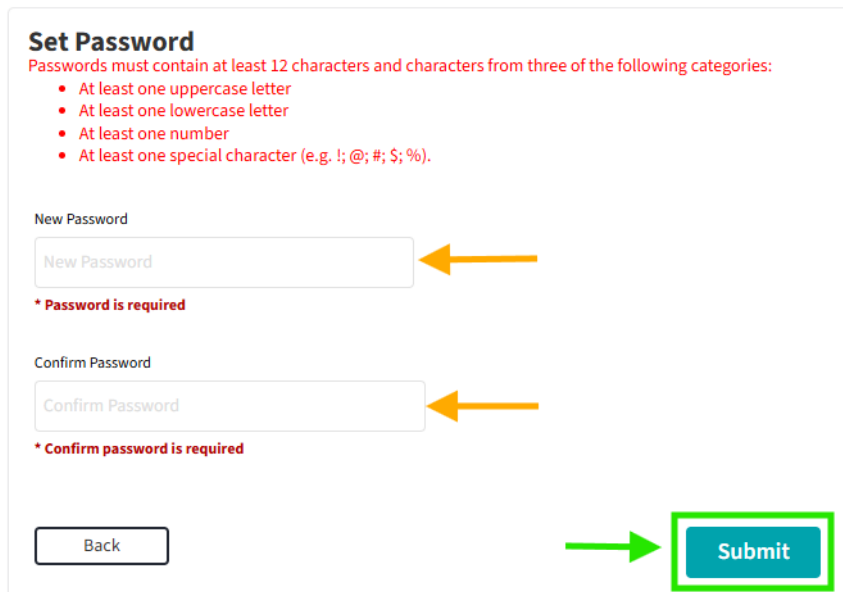


PIN Verification
 Enter the email address associated with your Portal account
 If you need further assistance, you can reach us at 604-467-7311 or BuildingApplications@MapleRidge.ca.

Email Address:

PIN:

- e. You will now be prompted to set up your password, it must be at least 12 characters long and contain characters from at least 3 of the following categories:
 - i. At least one uppercase letter
 - ii. At least one lowercase letter
 - iii. At least one number
 - iv. At least one special character (e.g., !;@;#;\$;%)
- f. Enter the New Password then Confirm your password, and click “Submit”



Set Password
 Passwords must contain at least 12 characters and characters from three of the following categories:

- At least one uppercase letter
- At least one lowercase letter
- At least one number
- At least one special character (e.g. !; @; #; \$; %).

New Password:

* Password is required

Confirm Password:

* Confirm password is required

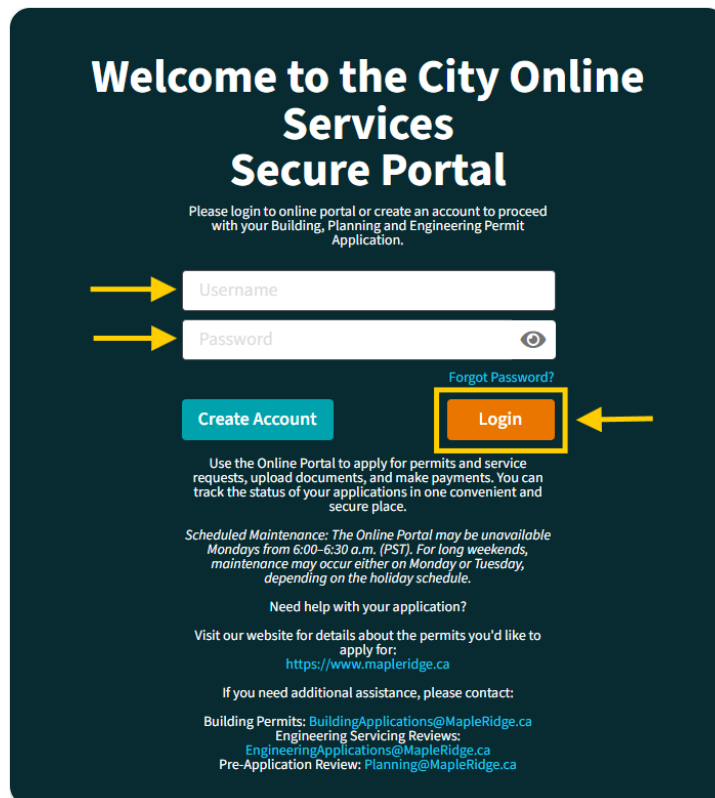
- g. Your account is now set up and active
5. To login, enter your Username (your email address), and password and click “Login” next to the yellow arrows

11995 Haney Place, Maple Ridge, BC V2X 6A9

Phone: 604-467-7311

Email: BuildingApplications@MapleRidge.ca

[Home](#) [Registered User](#) [Public Search](#)



Welcome to the City Online Services Secure Portal

Please login to online portal or create an account to proceed with your Building, Planning and Engineering Permit Application.

Username

Password

[Forgot Password?](#)

[Create Account](#) [Login](#)

Use the Online Portal to apply for permits and service requests, upload documents, and make payments. You can track the status of your applications in one convenient and secure place.

Scheduled Maintenance: The Online Portal may be unavailable Mondays from 6:00–6:30 a.m. (PST). For long weekends, maintenance may occur either on Monday or Tuesday, depending on the holiday schedule.

Need help with your application?

Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>

If you need additional assistance, please contact:

Building Permits: BuildingApplications@MapleRidge.ca
Engineering Servicing Reviews: EngineeringApplications@MapleRidge.ca
Pre-Application Review: Planning@MapleRidge.ca

Your Dashboard

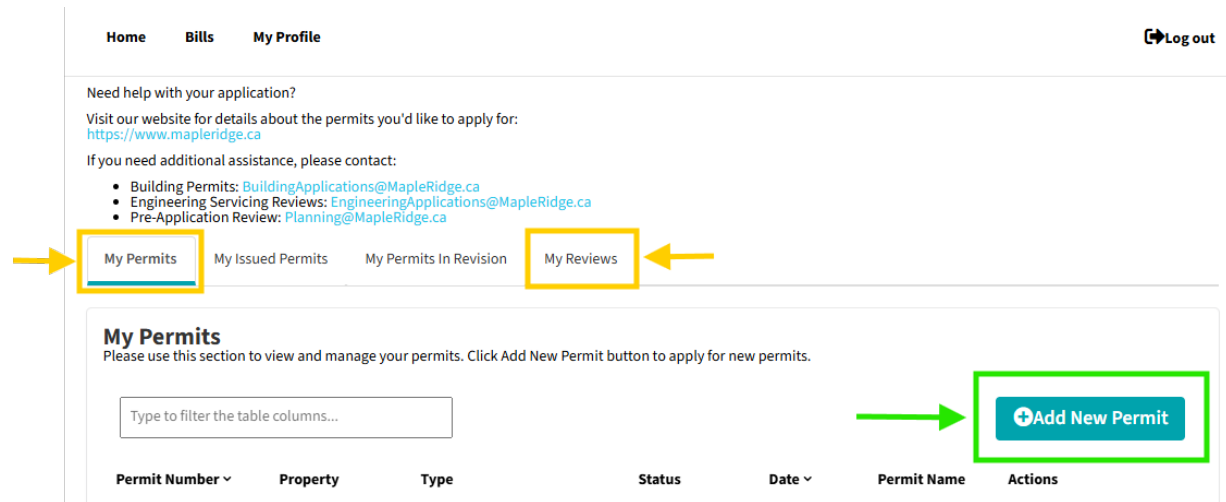
Once logged in, the Portal dashboard allows you to:

- View all existing permit applications
- See the current status of each application
- Resume applications that are still in progress
- Access bill payments
- Update your profile information

Starting a New Application

1. From the main Home page, there are different tabs available, “My Permits”, “My Issued Permits”, “My Permits In Revision”, and “My Reviews”. If you are looking to start a new Permit, can you do so under

the “My Permits” tab. Reviews, like Engineering Servicing Reviews (ESRs) or Pre-Application Reviews (PARs) can be started under the “My Reviews” tab. Simply click the “+Add New Permit” button on the right side of the screen:



Home Bills My Profile Log out

Need help with your application?
Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>
If you need additional assistance, please contact:
• Building Permits: BuildingApplications@MapleRidge.ca
• Engineering Servicing Reviews: EngineeringApplications@MapleRidge.ca
• Pre-Application Review: Planning@MapleRidge.ca

My Permits My Issued Permits My Permits In Revision My Reviews

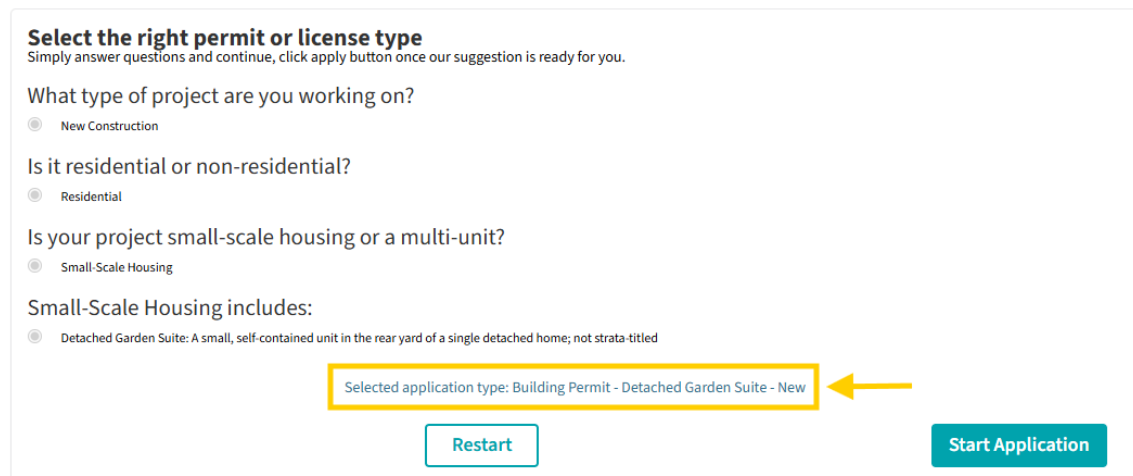
My Permits
Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

Type to filter the table columns...

Permit Number	Property	Type	Status	Date	Permit Name	Actions
+Add New Permit						

2. The system will ask a few short questions and automatically assign the correct permit type for your project.
 - a. If the assigned permit doesn't seem right, you can restart the process by clicking the “Restart” button:

Application Wizard



Select the right permit or license type
Simply answer questions and continue, click apply button once our suggestion is ready for you.

What type of project are you working on?

☒ New Construction

Is it residential or non-residential?

☒ Residential

Is your project small-scale housing or a multi-unit?

☒ Small-Scale Housing

Small-Scale Housing includes:

☒ Detached Garden Suite: A small, self-contained unit in the rear yard of a single detached home; not strata-titled

Selected application type: Building Permit - Detached Garden Suite - New

Restart Start Application

11995 Haney Place, Maple Ridge, BC V2X 6A9

Phone: 604-467-7311

Email: BuildingApplications@MapleRidge.ca

Step-by-Step Application Process

Step One: Details

Project Title:

Create a simple, memorable title for your project. This is for your reference only and helps you find your application later.

Description (Scope of Work):

This is a free form text box, designed for you to describe your project in your own words. Include as much detail as you want city staff to have while reviewing your application. There is a minimum of 20 characters required for this box in order to move forward.

Step Two: Project Address

Enter the address for the project. When it appears, select it and press “Search”. The address will appear below, press the orange “Select” button next to the correct address, then press “Continue”

Property Detail
Search for your property by entering the full address in the search box, or use the separate fields to narrow your search.

Search Address

11995 HANEY PL

Search

Select Address

11995 HANEY PL , Maple Ridge BC, V2X 6A9
Roll Number: 3171110000
Legal Description: LOT 118, PLAN NWP60562, DISTRICT LOT 398, GROUP 1, NEW WESTMINSTER LAND DISTRICT, EXCEPT PLAN 68843, & DL 401, & EXC LMP46699 & LMP46997, LOCAL GOV'T ACT EXEMPTION BYLAW 5930, 2000 APPLIES FOR LEASES SEE 31711-2001-0 TO 31711-2019-0

Select

BackContinue

If your address does not appear in the search, double check that the correct address has been entered. If the address cannot be found, please contact Addressing@MapleRidge.ca or 604-467-7311 for assistance. Responses can be expected within 1–2 business days.

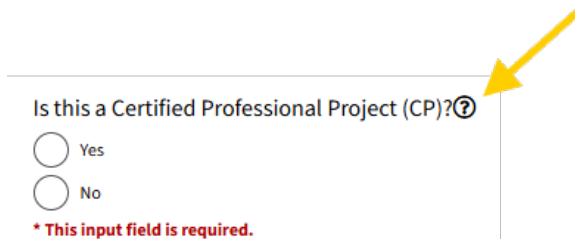
Step Three: Additional Information

Fill in all required fields, required fields are indicated in red text below the field.

To save your progress and return later, the page you're on must have all required fields completed.

If you return to your application later, it will reopen on this page. Be sure to remove any placeholder text before submitting.

If you see the following symbol on any fields in the portal, you can hover over it for additional details:



A screenshot of a form field with the label "Is this a Certified Professional Project (CP)?". Below the label are two radio buttons, "Yes" and "No". A yellow arrow points to a question mark icon in a circle next to the label. Below the radio buttons, the text "* This input field is required." is displayed in red.

Once you have filled in all required fields, press the "Continue" button at the bottom of the page.

Step Four: Provincial Housing Required Data (If Applicable)

Depending on the type of permit/review you are applying for the next step in the application is Provincial Housing. Provincial Housing related questions will populate only if applicable to your selected permit type and criteria.

Provincial Housing related information must be completed by the applicant, as required by the province of BC. For more information, please visit: [Housing Target Order Requirements – Guidance for Applicants](#).

All fields in this section are required, if the field is not applicable, mark it as "N/A" or "0".

Once complete press "Continue" at the bottom of the page.

Step Five: Supporting Documents

At the top of the page you will see two lists of documents. The upper list is the required documents; you cannot move forward in the submission process without uploading each of these documents. The second list, below the required documents, are other documents that fall under the "if applicable" category. These

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

are documents that are not required at the time of submission but may be needed further in the review process. Below is an example of the list of documents and does not represent the required documents for all permits.

Upload New Document

Required documents

You must upload the following document to complete your application. Please refer to [Demolition Webpage](#) for details.

- Arborist Report (or proof of exception obtained from Trees@MapleRidge.ca)
- Letter of Authorization Form
- Owner's Acknowledgement of Responsibility Form
- Site Plan
- Land Title Search with Any Encumbrances Listed on Title (within last 30 days)
- NOPA
- Sanitary Disconnect application form
- Water Disconnect application form

Optional documents

Attach the following documents, if applicable

- Arborist Assurance Letter
- Contractor's Business Licence
- Hazardous Material Survey
- BC Company Summary (when property is company owned)
- Erosion and Sediment Control Plan
- Tree Protection Report

Required Documents

If Applicable Documents

Select the document type from the drop down and a box will appear below the document type where you can drag and drop the file or click “Browse” and select the file you wish to upload.

Upload New Document

Please review and upload supporting documents for your application. To upload multiple documents, drag and drop them together or select several files from your device at once. Uploading one file at a time will submit it immediately. Accepted file types: jpg,tiff,png,gif,doc,pdf,txt.

Please name your files as indicated in the applications checklist.

Document Type

Arborist Report

Please add any document details (if applicable)

File (jpg,tiff,png,gif,doc,pdf,txt)

Drag or **Browse** to select file(s) to upload

Back

Save for Later

Continue

Once uploaded, that document will disappear from the required document list, making it easy to track what's left to upload.

After uploading all documents, click "Continue" to move ahead to the confirmation page.

Step Six: Consent Page

Read through the statements on the consent page, and fill in your name and today's date, then press "Continue".

Step Seven: Fees & Payment

If there are fees to pay, follow the prompts to do so. Once you have paid you will need to complete the application by pressing "Submit". If you are submitting via phone or tablet, you will need to turn the device to landscape and scroll to the right to see the "Submit" button.

If there are no fees, you can now click "Submit".

After submitting:

- You will receive a confirmation email
- You will receive additional emails whenever your application status changes (e.g., further information needed, or ready to issue)

After Submission

You can return to Home page to:

- Review your submitted application
- Get status updates on your application
- Pay any outstanding fees
- View the City Staff contact assigned to your application

Post Submission Actions

You will receive email updates as the status of your application changes, they will come from No-Reply@MapleRidge.ca.

You can also check on the status of your application in the Portal.

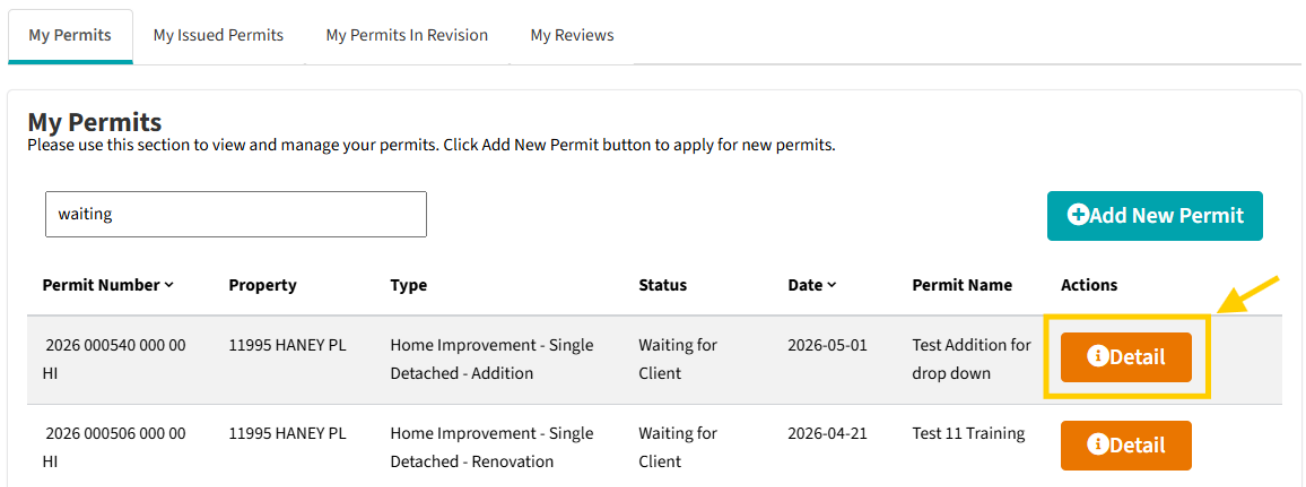
11995 Haney Place, Maple Ridge, BC V2X 6A9
 Phone: 604-467-7311
 Email: BuildingApplications@MapleRidge.ca

When Your Application Status is “Waiting for Client”

If your application is marked Waiting for Client, it means the City requires additional information or documents before your review can continue.

What to Do:

1. Check your email for a message from your assigned City Contact
 - a. This email will list the specific documents or details needed.
2. Log in to the Online Permit Portal
3. Open your application from the Homepage by clicking the orange “Details” button



My Permits
 Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

waiting +Add New Permit

Permit Number ▾	Property	Type	Status	Date ▾	Permit Name	Actions
2026 000540 000 00 HI	11995 HANEY PL	Home Improvement - Single Detached - Addition	Waiting for Client	2026-05-01	Test Addition for drop down	i Detail
2026 000506 000 00 HI	11995 HANEY PL	Home Improvement - Single Detached - Renovation	Waiting for Client	2026-04-21	Test 11 Training	i Detail

- a.
4. Go to the “Supporting Documents” tab and scroll down, you will see a “Add” button, press this button to add documents.

[Permit Details](#)
[Contact Information](#)
[Additional Information](#)
[Supporting Documents](#)
[Fees & Payment](#)
[Processes](#)

Supporting Documents

Record ID ^	Description	Type ^	File Type	File Name	Date Uploaded	Actions
472558		Application Form	application/pdf	Test 1.pdf	2026-05-01 10:34:56	Preview Download
472559		Arborist Report	application/pdf	Test 1.pdf	2026-05-01 10:35:04	Preview Download
472560		Architectural Drawings	application/pdf	Test 1.pdf	2026-05-01 10:35:13	Preview Download

8 Results

Add

a.

- You can select multiple documents, or drag and drop multiple documents to upload all of them at once
- Once all items are uploaded, the City will automatically be notified and continue processing your application

• How to Cancel Your Application

If you decide not to move forward with your permit, before submitting:

- Log in to the Online Permit Portal
- On the homepage, locate the application you want to cancel
- Select the “Cancel” button next to the permit
- Confirm the cancellation when prompted

Once cancelled, the application will no longer move through the review process.

If you have submitted your application and decide not to move forward with it, please reach out to your City Contact to cancel your permit.

Making Payments

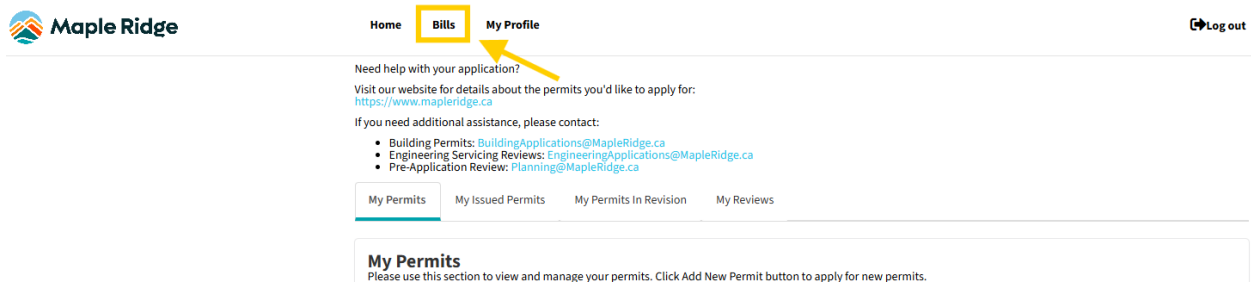
When Payment is Required

When your application status changes to Ready to Issue, your permit has been approved and is ready for payment.

- Payments up to \$100,000.00 can be made online by credit card
- Larger payments must be made at the Finance Counter at City Hall
- Deposits must be made in person at the Finance Counter at City Hall

How to Make a Payment

1. Log in to the Online Permit Portal
2. On the homepage you can either click Bills at the top of the page:



Or

select the specific permit you want to pay by clicking the orange “Details” button:

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

[Home](#) [Bills](#) [My Profile](#)

[Log out](#)

Need help with your application?

Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>

If you need additional assistance, please contact:

- Building Permits: BuildingApplications@MapleRidge.ca
- Engineering Servicing Reviews: EngineeringApplications@MapleRidge.ca
- Pre-Application Review: Planning@MapleRidge.ca

[My Permits](#)

[My Issued Permits](#)

[My Permits In Revision](#)

[My Reviews](#)

My Permits

Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

[+Add New Permit](#)

Permit Number ▾	Property	Type	Status	Date ▾	Permit Name	Actions
2025 011666 000 00 BG	11995 HANEY PL	Building Permit - Barn - Demolition	Ready to Issue	2025-12-16		Detail
2025 011581 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-30		Detail
2025 011579 000 00 BG	11995 HANEY PL	Building Permit - Carport - New	Ready to Issue	2025-10-30		Detail
2025 011562 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-23	CP Test Two	Detail
2025 011543 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-16	Session A - 6	Detail
12 Results						1 2 3

No permit selected

Go to the “Fees & Payment” tab:

[Permit Details](#) [Property Information](#) [Contact Information](#) [Additional Information](#) [Supporting Documents](#)

[Fees & Payment](#)

Fees & Payment

Please select the bills or fees you wish to pay and select your payment method.

Please pay one item per transaction. Please note: a 2% credit card fee may be added during payment if it is not already included in your bill total.

You can now select one bill at a time to pay. If you select more than one bill you will receive an error message:

11995 Haney Place, Maple Ridge, BC V2X 6A9

Phone: 604-467-7311

Email: BuildingApplications@MapleRidge.ca

- Select one bill by clicking the checkbox next to it
- The invoice with a full breakdown of fees is located on the right side of the screen
- Click Pay Selected Fees, at the bottom of the screen

Fees & Payment

Please select the bills or fees you wish to pay and select your payment method.
Please pay one item per transaction.

Bill #	Fee Details	Total	Payment Status	Actions
☒ 298989	Services Permit Fee\$140.00 Credit Card Charge\$2.80	\$142.80	Unpaid	Invoice
☐ 298986	Building Application Fee\$180.25 Credit Card Charge\$3.61	\$180.25	Unpaid	Invoice

2 Results

Fees selected for payment:

- **\$142.80: Bill Number: 298989**
Services Permit Fee\$140.00
Credit Card Charge\$2.80

Total Amount: **\$142.80**

Please note that a 2% credit card fee will be added if paying by credit card.

[Pay Selected Fees](#)

- Follow the prompts to complete your payment, and repeat if there is more than one associated bill in your permit
- If after paying your fees you require a copy of your invoice, go to the Bills section from the Homepage and search your permit number, the invoice will be available there

How to access your approved permit/review

From the homepage of the Portal, locate your permit or review and click the “Details” button:

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

[Home](#) [Bills](#) [My Profile](#)

[Log out](#)

Need help with your application?

Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>

If you need additional assistance, please contact:

- Building Permits: BuildingApplications@MapleRidge.ca
- Engineering Servicing Reviews: EngineeringApplications@MapleRidge.ca
- Pre-Application Review: Planning@MapleRidge.ca

[My Permits](#) [My Issued Permits](#) [My Permits In Revision](#) [My Reviews](#)

My Permits

Please use this section to view and manage your permits. Click Add New Permit button to apply for new permits.

[+ Add New Permit](#)

Permit Number ▾	Property	Type	Status	Date ▾	Permit Name	Actions
2025 011666 000 00 BG	11995 HANEY PL	Building Permit - Barn - Demolition	Ready to Issue	2025-12-16		Detail
2025 011581 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-30		Detail
2025 011579 000 00 BG	11995 HANEY PL	Building Permit - Carport - New	Ready to Issue	2025-10-30		Detail
2025 011562 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-23	CP Test Two	Detail
2025 011543 000 00 BG	11995 HANEY PL	Building Permit - Commercial - Tenant Improvement	Ready to Issue	2025-10-16	Sesson A - 6	Detail
12 Results						1 2 3 > ▶

No permit selected

- Click on the “Permit Package” tab:

11995 Haney Place, Maple Ridge, BC V2X 6A9

Phone: 604-467-7311

Email: BuildingApplications@MapleRidge.ca

Permit Details Property Information Contact Information Additional Information Supporting Documents **Permit Package** Fees & Payment

Permit Package

Record ID ^	Description	Type ^	File Type	File Name	Date Uploaded	Actions
472462	Building Permit	Approved Document	image/jpeg	.Test Image.jpg	2026-04-23 09:59:51	Preview Download
472461	eServices Instruction	Approved Document	application/pdf	26-000508 - eServices Instruction - 20260423.pdf	2026-04-23 09:48:46	Preview Download

-
- The Issued Permit along with all supporting documents are in this tab
- Download the documents to review
- Follow the instructions that have been provided by email for:
 - Required Inspections
 - Booking any required inspections
 - WorkSafe BC
 - Printing and hanging of permit card

Revisions

If a revision is required for an online issued permit:

- Go to the “My Issued Permits” tab on the homepage and locate your permit
- Click the “Revise” button

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

[Home](#)
[Bills](#)
[My Profile](#)
[Log out](#)

Need help with your application?
 Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>

If you need additional assistance, please contact:

- Building Permits: BuildingApplications@MapleRidge.ca
- Engineering Servicing Reviews: EngineeringApplications@MapleRidge.ca
- Pre-Application Review: Planning@MapleRidge.ca

[My Permits](#)
[My Issued Permits](#)
[My Permits In Revision](#)
[My Reviews](#)

My Issued Permits

Please use this section to view and manage your issued permits. Click Revise to submit a revision.

Only online-submitted applications can be revised through the portal. If your permit was submitted on paper, please visit the Building Counter for revision support.

[+ Add New Permit](#)

Permit Number	Property	Type	Status	Date	Permit Name	Actions
2026 000507 000 00 HI	11995 HANEY PL	Home Improvement - Single Detached - Renovation	Issued	2026-04-23	Test for Testing 1	Detail Revise
2026 000508 000 00 HI	11995 HANEY PL	Home Improvement - Courtyard (2 or more residential buildings on a lot) - Addition	Issued	2026-04-23	Test for Testing 2	Detail Revise
2026 000490 000 00 HI	11995 HANEY PL	Home Improvement - Single Detached - Renovation	Issued	2026-04-21	Test 1	Detail Revise

- You will receive this warning before starting a revision:

Revise Permit

Once you submit this revision, inspection booking will be temporarily unavailable until the revised permit is issued. Would you like to continue?

[No](#)
[Yes](#)

- Please keep in mind, once you click “Yes” you will be temporarily unable to book inspections against this permit until the revised permit is issued

- After clicking “Yes” the permit will be “Locked” on the City side and inspections will not be able to be booked
- Follow the prompts to complete your submission, leaving as much detail as possible in the Revision Details section to best describe why you are applying for a revision
- To upload supporting documents:
 - Scroll down the page to the Document Type drop down
 - Any documents being uploaded go under the “Revision” Document Type

6 Results

Upload New Document

Please review and upload supporting documents for your application. To upload multiple documents, drag and drop them together or select several files from your device at once. Uploading one file at a time will submit it immediately. Accepted file types: jpg,tiff,png,gif,doc,pdf,bt.

Please name your files as indicated in the applications checklist.

Document Type

▼

Revision

Please add any document details (if applicable)

Back

Save for Later

Continue

- Once you have uploaded the required documents, click “Continue”
- Fill in the consent page with your name and today’s date
- If there are fees to pay, follow the prompts to do so. Once you have paid you will need to complete the application by pressing “Submit”. If you are submitting via phone or tablet, you will need to turn the device to landscape and scroll to the right to see the “Submit” button
- After submitting:
 - You will receive a confirmation email
 - You will receive additional emails whenever your application status changes (e.g., further information needed, or ready to issue)

Inspection Document Uploads

How to Request Occupancy

- After logging into the Portal, click “My Issued Permits” to quickly view all of your issued permits
- Click the “Details” button to start the process

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

[My Permits](#)
[My Issued Permits](#)
[My Permits In Revision](#)
[My Reviews](#)

My Issued Permits

Please use this section to view and manage your issued permits. Click Revise to submit a revision.

Only online-submitted applications can be revised through the portal. If your permit was submitted on paper, please visit the Building Counter for revision support.

[+ Add New Permit](#)

Permit Number	Property	Type	Status	Date	Permit Name	Actions
2026 001104 001 00 BG	11995 HANEY PL	Building Permit - Townhouse - New	Issued	2026-10-22	Test for Testing 2	Detail Revise Request Occupancy

- Click the “Processes” tab and locate the inspection you are ready to book, click “Detail”

[Permit Details](#)
[Property Information](#)
[Contact Information](#)
[Additional Information](#)
[Supporting Documents](#)

[Permit Package](#)
[Fees & Payment](#)
[Processes](#)

Process Details

Name	Process ID	Status	Scheduled Date	Scheduled End Date	Actions
Building Inspections					
Footing Inspection	5816996	Open			Detail
Forms Inspection	5816997	Open			Detail
Lot Grading Inspection	5817009	Open			Detail

- Scroll down and click the arrow to the right and click “Add Documents”:

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

Supporting Documents

Please review and upload supporting documents for your application. To upload multiple documents, drag and drop them together or select several files from your device at once. Uploading one file at a time will submit it immediately. Accepted file types: jpg,tiff,png,gif,doc,pdf,txt. Accepted file size: Up to 100 MB. Documents requiring a professional seal must be digitally sealed before upload.

Please name your files as indicated in the applications checklist.

0 ^



You do not have any document(s) at this moment

Add Documents

-
- Select the documents to be uploaded from the dropdown list and drag and drop to upload
- Once all documents are uploaded, a notification will be sent to the Inspectors
- Next you will need to book your Final Inspection, this can be done through [eServices](#)
- Enter the required fields and follow the process for booking

Welcome to Building Inspection Scheduling System:

Permit Number	For Complex permit, use XX-XXXXXX-XXX format.	
	XX-XXXXXX	The Permit Number field is required.
Phone Number	Phone Number	The Phone Number field is required.
Email Address	Email Address	The Email Address field is required.
Full Name	Full Name	The Full Name field is required.
What is ?	0 + 4 =	Submit

-
- The Building Department will be in contact with you to confirm your booking

Occupancy

How to Request Occupancy

- After logging into the Portal, click “My Issued Permits” to quickly view all of your issued permits
- Click the “Request Occupancy” button to start the process

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

My Permits

My Issued Permits

My Permits In Revision

My Reviews

My Issued Permits

Please use this section to view and manage your issued permits. Click Revise to submit a revision.

Only online-submitted applications can be revised through the portal. If your permit was submitted on paper, please visit the Building Counter for revision support.

+

Add New Permit

Permit Number	Property	Type	Status	Date	Permit Name	Actions
2026 000849 002 00 BG	22364 DEWDNEY TRUNK RD	Building Permit - Industrial - New	Issued	2026-08-13		Detail Request Occupancy

-
- Upload the required documents by clicking the drop-down and selecting “Occupancy Supporting Document”

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

Supporting Documents

Please review and upload documents for the process. Acceptable file types: jpg, tiff, png, gif, doc, pdf, txt.

You do not have any document(s) at this moment

Upload New Document

Please review and upload supporting documents for your application. To upload multiple documents, drag and drop them together or select several files from your device at once. Uploading one file at a time will submit it immediately. Accepted file types: jpg,tiff,png,gif,doc,pdf,txt.

Please name your files as indicated in the applications checklist.

Document Type

Occupancy Supporting Document
Other

Please add any document details (if applicable)

Save for Later

Submit

-
- Either click “Browse” or drag and drop the documents as outlined below, then click “Submit”:

Document Type

Occupancy Supporting Document

Please add any document details (if applicable)

File (jpg,tiff,png,gif,doc,pdf,txt)

Drag or [Browse](#) to select file(s) to upload

Save for Later

Submit

-
- Next you will need to book your Final Inspection, this can be done through [eServices](#)
- Enter the required fields and follow the process for booking

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

Welcome to Building Inspection Scheduling System:

Permit Number	For Complex permit, use XX-XXXXXX-XXX format. XX-XXXXXX	The Permit Number field is required.
Phone Number	Phone Number	The Phone Number field is required.
Email Address	Email Address	The Email Address field is required.
Full Name	Full Name	The Full Name field is required.
What is ?	0 + 4 = Submit	

-
- The Building Department will be in contact with you to confirm your booking

Miscellaneous

How to reset your password

- After logging into the Portal, click “My Profile” at the top of the homepage

[Home](#)
[Bills](#)
[My Profile](#)


Need help with your application?

Visit our website for details about the permits you'd like to apply for:
<https://www.mapleridge.ca>

-
- Scroll down and click the orange “Change Password” button at the bottom of the page

-
- Follow the prompts to change your password and press “Submit”
- Your password has now been updated

Any other questions?

Check our [Frequently Asked Questions](#) page to find any other information.