

This bulletin is intended to advise all Developers, Coordinating Registered Professionals, General Contractors and Site Superintendents of the procedures involved for monitoring and inspections of complex buildings in accordance with:

**Maple Ridge Building Bylaw #6925-2012 as amended:**

1. Prior to commencement of construction a meeting is to be held with the site superintendent, coordinating registered professional, owners representative, environmental sediment control monitor and designer, building official, plumbing and electrical safety officers assigned to this project. This meeting may be held within our offices and coordinated between the assigned building official and the coordinating registered professional. The purpose of this meeting is to re-enforce what has been stated within our building by-law with regards to inspections and monitoring of the project. This is also the time any additional ground rules may be set-up between all parties involved to ensure the project moves forward as smoothly as possible.
  - A. **Documentation needed for this meeting:**
    - Approved plans;
    - Construction schedule;
    - List of sub trades (to be provided now but no later than the commencement of framing);
    - List with phone numbers of those responsible for conducting site inspections on behalf of the owner. This list is also to include those individuals or companies responsible for firestopping the building and its components.
  - B. **Clarify plumbing, gas, sprinkler and electrical inspectors roles regarding inspections:**
    - Work is conducted with full inspections by our plumbing/gas/sprinkler and electrical safety officers.
    - These inspections are to be conducted prior to covering of any portion of the works. Further, these inspections are to be carried out concurrently or after these components have been inspected by the registered professionals.
    - For inspections conducted in phases it is to be made clear at time of booking the inspections: where in the building and to what extent the inspections are to be carried out (i.e. 1<sup>st</sup> floor north wing from grid lines A thru D etc. ).
    - A copy of the registered professionals' field review reports are to be provided to the inspectors at time of inspection or the inspection will not be conducted. Further, copies of these reports are to be kept on site at all times in a location designated for municipal inspectors by discipline.

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**"This information is provided for convenience only and is not a substitution of applicable District Bylaws or Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works complies with such Bylaws, Codes or other laws."**

2. As indicated in Subsection 22.3 of the Maple Ridge Building Bylaw, a Building Official may attend the site to monitor and verify that field reviews are being conducted by the Registered Professional. Site reviews are to be booked for monitoring of the project at the following stages of construction via the municipal inspection system;
- **Foundations** prior to placing of concrete in footing and foundation forms. An original sealed Survey certificate is to be provided at this time. Also, copies of professional and environmental monitor field review reports are to be provided, verifying installation of required sediment control facilities. Further, a sealed letter from the Architect is required verify building siting compliance with the City's zoning bylaw and the DP & any DVP's that may have been issued to this development.
  - In the case of a tilt-up building a surveyor location document is required showing the location of the footing boxes in relation to the property lines (unsealed). This is to provide to the Building Official with a level of information that the building's siting will achieve the required setbacks as shown on the approved drawings and not be an issue when the non-encroachment certificate is provided. Also, copies of professional and environmental monitor field review reports are to be provided, verifying installation of required sediment control facilities.
  - **Framing** prior to covering, but after all plumbing, electrical and gas works have been installed and inspected (municipal inspection slips are to be kept on site and reviewed by Building Official). An initial inspection – on multi storey buildings – is to be conducted as services are being installed in building to deal with any potentially recurring negative issues. This inspection is to be conducted with the coordinating registered professional present.
  - **Firestopping** prior to covering. Any questions by the contractor regarding firestopping and its placement are to be directed to the registered professional responsible - by the contractor - and their conclusions provided to the Building Official in writing. At this time, copies of the assembly firestopping details are to be provided to the Building Official.
  - **Final** prior to occupancy. **This inspection is to be arranged by the coordinating registered professional** and is not to be called unless items under Subsections 22.8 & 22.10 plus all documentation as required under Section 23 Subsections 23.1 to 23.5 of the Maple Ridge Building bylaw have been provided in one complete package. Please refer to and complete the [Occupancy Application \(PDF\)](#) form and supply the applicable information. Documentation to be included for all life safety components of the building including but not limited to fire alarm verification report and original certificate, monitoring agency certificate, elevator certification from BC Safety Authority, etc. It shall also be noted that final occupancy will not be granted until the engineering department has signed off works and services items and planning has signed off development permit and landscaping issues. Also, final sign off from environmental monitor and his engineer – per Water Course Protection bylaw – is required.

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- **Provisional** occupancy permit must have those requirements as set out in Subsections 23.6 to 23.9 of the Maple Ridge Building bylaw met prior to issuance of a provisional occupancy permit. Please refer to and complete the [Occupancy Application \(PDF\)](#) form and supply the applicable information. Further, sign off from the environmental monitor and his engineer – per Water Course Protection bylaw – is required.

### Clarification

The City of Maple Ridge will require these procedures to be followed immediately upon receipt of this Bulletin. You may contact Building Department staff at 604-467-7311 to determine the City's assigned project team.

Stephen Côté-Rolvink, RBO, CRBO  
Chief Building Official  
Building Department – Permits & Inspection Services

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