

This document is being provided to identify the minimum requirements for the removal of a secondary suite or Temporary Residential Unit (TRU) installed without permits or where current or new owners decide they no-longer wish to have this installation in place. For additional service charges to no longer be applied to a residential property and for the property to be deemed to no longer contain a secondary suite or TRU, the following criteria are required to be met:

NOTE: A special inspection permit and inspection are required. A letter will be provided after the inspection is complete to outline those issues that need to be addressed for the decommissioning of the secondary suite or TRU.

1. If basement was finished **without** permits (and you wish to keep the basement finished but remove the suite or TRU):

- ☐ Basement finish application with to scale drawings is required (see [Basement Finish Application Guide](#)).
- ☐ Electrical permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Ensure that the range wiring has been removed from the receptacle back to the panel; and
 - Ensure that the hood fan is properly terminated at the appliance location.
- ☐ Overhead kitchen cabinets are to be removed.
- ☐ Gas Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence) :
 - Cap the gas supply at the appliance location and at the supply location within the mechanical room if gas is supplied to range location.
- ☐ Plumbing Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Remove kitchen sink (may be replaced with a 18" x 18" bar sink)
 - Verify finished bathroom is done to current code (fixtures and piping)
- ☐ Fees associated with the permits and decommissioning process are the responsibility of the current owner.

2. If Basement was finished **with** permits (and you wish to remove the suite):

- ☐ A Change of Use permit is required (to change from a secondary suite or TRU to just a finished basement only applicable if the suite or TRU was installed with permits).
- ☐ Should the floor layout have changed from what was shown on the City's drawings or should the city have no drawings on file, then a renovation permit with floor plans reflecting the current layout are required (see [Basement Finish Application Guide](#)).
- ☐ Electrical permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Ensure that the range wiring has been removed from the receptacle back to the panel.
 - Ensure that the hood fan is properly terminated at the appliance location.

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"This information is provided for convenience only and is not a substitution of applicable City Bylaws, 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."

- ☐ Gas Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence) :
 - Cap the gas supply at the appliance location and at the supply location within the mechanical room.
- ☐ Overhead kitchen cabinets are to be removed.
- ☐ Plumbing Permit (The permit **MUST** be obtained by a qualified contractor with a current Maple Ridge business licence)
 - Remove kitchen sink (may be replaced with a 18" x 18" bar sink)
- ☐ A Form C Discharge Document
 - Property Owner(s) must provide a Notarized Form C to discharge the secondary suite or TRU covenant if registered on title
- ☐ Fees associated with the permits and decommissioning process are the responsibility of the current owner.

**** Please note****

Staff from the Building Department will notify the City's Taxes Department to have the additional service charges related to the secondary suite or TRU removed from the property taxes once **all** items on this checklist, all associated permits are completed and any documents registered on title pertaining to the secondary suite or TRU have been removed.

For more information on decommissioning secondary suites or TRU's, please contact the Building Department by phone at 604-467-7311 or by e-mail at permits@mapleridge.ca