

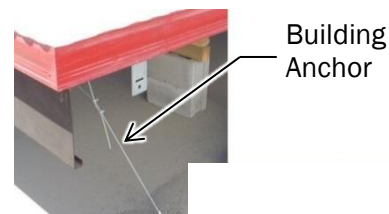
This Guide is to provide assistance regarding the Permit Process for a Developments Presentation Centre.

Presentation Centre's may be permitted for a period of up to 2 years with one additional 6 month extension. Further extensions may be considered by the Chief Building Official. The building shall not be installed until a building permit has been issued and shall be removed prior to final occupancy certificate for the development or when the last unit is sold, which ever occurs first. Presentation centre's are only to be used for the purpose of sales as it relates to the development occurring on the property to which it pertains.

The presentation centre must be placed on **private property**. They are not to be placed on city property unless a highway use permit is first obtained from the City of Maple Ridge Engineering Department ([Highway Use Permit Application](#)). In which case you must also comply with all restrictions contained within that permit as well as this document and the city's Building Bylaw. Also, confirm with the Planning Department that the zoning of the property allows for the installation of a presentation/sales centre.

Building Permit Requirements:

- The presentation centre shall use the same civic address as the principal building on the property. The address is to be clearly visible from the road.
- The building is to be Anchored / supported as per structural engineer's requirements.
- Where electrical is being used, the presentation centre will need to be grounded and the electrical installed in compliance with the Canadian electrical code under an electrical permit.
- If connecting to potable water or sanitary sewer a separate plumbing permit is required including the connection to a holding tank.
- Stairs, guards and handrails are required and are to be code compliant.
- The centre and its access is to be fully handicap accessible.



Documents required with your [Portable and Temporary Buildings Permit Application](#):

- [Letter of Authorization](#) and [Owners Acknowledgement of Responsibility Letter](#)
- [Temporary Building Agreement](#)
- ESC Plans are required to be submitted
- If the property is not zoned commercial or industrial then approval from planning for the use is required.
- A site plan showing the location of the presentation centre with setbacks from property lines and parking.
- Floor plans & elevation drawings of the presentation centre.
- If the building is to be site constructed then engineered structural drawings plus full compliance to the current edition of the BC Building Code and the commercial application requirements.
- Structural design of anchorage / support sealed by a structural engineer with Letters of Assurance.
- Verification of CSA Certification if the presentation centre is made from modular units. The building must also comply with the energy efficiency requirements in the current edition of the BC Building Code.
- Drawings are to be a minimum of 11" x 17" and a maximum of 24" x 36"

Note: it is recommend that you consider constructing this building in compliance with the City of Maple Ridge Detached Garden Suite requirements to allow for potential re-sale of this building after it has completed its initial use.

"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."