

## Meaning:

An existing secondary suite means a basement or lower floor area that was converted or completed to a finished state without the benefit of permits. Further, this area has had the installation of cooking facilities as defined under the Maple Ridge Zoning Bylaw – and is being rented to a third party.

## Step 1:

**The following are minimum criteria that must be met before consideration can be given to authorize the installation of a secondary suite:**

- If the property is located within a designated floodplain (to be verified at city hall), a suite is not permitted unless the underside of the finished floor system for the Suite is above FCL
- If the property is zoned R-2, R-3, RST, RST-SV, RT, RM suites are not permitted. Refer to the zoning bylaw Section 1026.3 for limitations on lots zoned CD-3-98.
- If there is a “No Suite” covenant on your property, this covenant will have to be removed by a notary or lawyer.
- Only one secondary suite will be permitted in a single family home and on a single family lot,
- The suite must be a minimum of 37m<sup>2</sup> and a maximum of 90m<sup>2</sup> in size (398.3ft<sup>2</sup> - 968.75ft<sup>2</sup>),
- The suite must be less than 40% of habitable floor space of the entire building as per the City of Maple Ridge Zoning Bylaw,
- A parking space measuring 2.8m wide x 5.5m long must be provided on the lot for the secondary suite in addition to the two parking spaces required for the house (tandem parking is permitted),
- A secondary suite will not be permitted if there is already a Temporary Residential Unit (relative/nanny), accessory boarding use, or Detached Garden Suite on the property, and

**NOTE: If the above criteria are not met then the suite will need to be decommissioned.**

## Step 2:

**If the above criteria are met, the following will need to be provided as part of the process to legalize the suite:**

- A “Special Inspection” application is to be completed to begin the suite registration process. This application is to be accompanied by a floor plan showing the proposed layout and site plan showing the parking space.
  - A site inspection will be conducted as part of this application to determine what will be required to bring the space into compliance with all applicable codes regulating construction and installation of a suite.
  - After the inspection, a letter will be mailed to the registered owner(s) advising what upgrades, if any are required in order to bring the suite into compliance.

## Step 3:

- **Once the inspection has been completed and letter provided, the following will be required to complete the legalizing of the secondary suite:**
  - A separate application for a building permit is to be completed and accompanied by two sets of complete drawings for the suite. See “Basement Finish Permit Application Guide” for requirements,
  - Once the application for building permit has been approved the applicant will be contacted to pick-up and pay for the permit.
  - An electrical permit will be required for the installation of the second range, for the verification of the electrical installations compliance to the Canadian electrical code and to correct any issues of non-compliance,

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**The electrical permit can only be taken out by a certified electrical contractor licenced to work in the City of Maple Ridge.**

- If plumbing, sprinkler or gas permits are required, these must be obtained by **certified contractors licenced to work in The City of Maple Ridge**,
  - Once permits are issued a series of inspections will be conducted by Inspection Services.
  - For non-owner occupied homes, a business licence and “Good Neighbour” agreement is to be entered into with the city’s Bylaw & Licencing Services Department (see \* below), and
  - Once all the inspections have been completed and finalized; for owner occupied properties the process is completed. For non-owner occupied properties, the business licence and agreement will need to be completed then the secondary suite may be occupied.
- Provincial “Sewerage Regulation” compliance must be obtained for a secondary suite that is being constructed on a lot that is not on Municipal sanitary sewer. Compliance is to be verified by an “authorized person” acceptable to the City (e.g. civil engineer or registered on-site waste water practitioner). This compliance form must be submitted at the time of permit application.
  - \* The Business Licence and “Good Neighbour” Agreement will be completed through the Bylaw & Licencing Services Department. Contact Bylaw & Licencing Services at 604-467-7440 to obtain additional information on this requirement.

**Note:** The Business Licence and "Good Neighbour Agreement" is entered into with the registered owner of the property, it is the responsibility of the owner to comply with the terms of the agreement. Failure to do so could result in the loss of the secondary suite.

**Note:** The suite must comply with the current BC Building Code requirements for secondary suites and all required permits must be obtained and finalized.

**The following documents will provide the necessary information to apply for a building permit for a secondary suite:**

- [Owners Acknowledgement of Responsibility – Simple Buildings](#),
- [Letter of Authorization – General](#),
- [Special Inspection Application \(PDF\)](#)
- [Basement Finish Application Guide \(PDF\)](#)
- [Basement Finish sample drawing](#), and
- [Basement Finish Permit Application](#).

#### **Schedule of Fees:**

- Special Inspection application fee of **\$270.00**,
- Permit fees vary depending on the work being done (these costs are over and above the \$270.00 special inspection fee). The exact fees will not be known until the permits are ready to be issued, and
- Double water and sewer charges apply annually (not applicable if on septic and/or well).

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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."**

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