

This Guide describes the Building Permit Application process for a new or addition proposal for **Commercial, Industrial, Multifamily and Institutional Buildings**. It is a convenience document that addresses most of the common issues. Not all requirements are applicable to every project and in some cases, further documents may be required.

General:

1. All Building permits for new construction or additions *should* have a Pre - application meeting. Approximately 4 weeks before the anticipated BP submissions date. This is to be coordinated with the Plan Checker assigned to the file. This meeting may include staff from the Planning, Engineering, Fire and Public Works Departments to ensure the design and submission will address all departments concerns.
2. The Development process is to be completed prior to making a building permit application.
3. Only complete submissions will be accepted (including building, environmental, engineering and planning requirements).

Requirements:

1. **Fire sprinkler** systems are required by the City of **Maple Ridge Sprinkler Bylaw No. 6184 - 2003** for all new buildings and for additions or structural alterations where the construction value of the work indicated on the date of the building permit application exceeds 50% of the BC Assessment value of the building.
 - Fire suppression systems are to be designed in accordance with the Building Bylaw, BC Building Code and NFPA standards.
2. **Separate trade's permits** for electrical, drainage, plumbing, gas and sprinkler works are required by certified contractors and can be applied for **after** the main Building Permit is issued.
3. **Commercial Cooking Installations and Spray Booth** units are to be fully described in the Building Permit Application.
4. **Separate Sign Permit Applications** complete with drawings & an electrical permit are to be applied for at the Building Department. These applications may require engineered design for structure and anchorage plus an exterior envelope consultant for penetrations into and/or through the envelope.
5. Ensure that the **Building Permit Application Form** has been completed.
6. All sloping sites or sites built adjacent to slopes - either above or below - require an engineers sealed EGBC Appendix 'D' form (Land Slide Assessment).
7. For sites located within a flood plain - an engineers sealed EGBC Appendix 'I' form (Flood Hazard Assessment) is required.
8. If your property is located within a designated floodplain additional engineering will be required to resist flooding, potential uplift and the impact of surface water flows on adjacent properties.
9. For lots located in a floodplain a restrictive covenant⁽⁴⁾ will need to be registered on title to reflect the restrictions involved with constructing within a floodplain. If a covenant is already registered on title, this document may need to be revised to reflect current flood construction levels (FCL). To confirm if your property is located within a floodplain please contact the City's Building Department. To determine FCL an engineer will need to be contracted to provide this value.
10. All properties are required to install a storm water management system to minimize the amount of water that leaves the property. This system is required to be design by an engineer that understands the principals of storm water management as set out in the City of Maple Ridge Water Course Protection Bylaw.

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Building Permit Application:

In addition to the Building Bylaw requirements, it is *recommended* that the drawings/documentation are packaged as described below to ensure quicker turnaround times for Building Permit applications. See [Commercial, Industrial, Institutional and Multifamily Building Permit Application Checklist](#) for required drawings and documentation. Specifics of requirements and documents to be submitted will be established at the Pre-application meeting (see “General notes” above).

Summary of Recommended Drawings:

Building Dept		Mechanical/Plumbing Dept	
4 sets	Architectural (including 1 PDF file on a flash drive)	3 sets	Electrical
2 sets	Architectural Code Compliance drawings (these drawings are to show only code compliance requirements i.e. Fire separations, travel distance, standpipe locations, etc.)	3 sets	Excavation & shoring
3 sets	Structural	5 sets	Civil on site and off site with sediment & control plan.
3 sets	Mechanical, HVAC and Plumbing drawings	3 sets	Landscape

Building Permit Issuance:

1. A \$500.00/building, Building Permit application fee is payable as per the City of Maple Ridge Building Bylaw at time of permit application.
2. Fees, charges, deposits, securities and development cost charges are to be paid **PRIOR** to Building Permit Issuance (see table below)

Fees & Deposits	
<p>Non – refundable (Cash, Cheque, Debit Card or if applicable, Letter of Credit)</p> <ul style="list-style-type: none"> • Balance of Building Permit Fee • Building Code Equivalency Review Fees • GVS & DD Development Cost Charges • Regional Transportation Development Cost Charges (Translink) • DMR Development Cost Charges • School Site Acquisition Fee (this is to be paid at the School District 42 head office) • Engineering Service Connection Installation Fee • Driveway Crossing or Culvert Installation Fee(s) • Highway Use Permit Fee • As-built Drawing Fee (if applicable) • Late Comer Fee 	<ul style="list-style-type: none"> • Water Meter Installation Fee • Asphalt and Concrete Testing Fee • Administration Fee • Other fees may apply <p style="text-align: center;">Refundable (Cash, Cheque, Debit Card or if applicable, Letter of Credit)</p> <ul style="list-style-type: none"> • Landscape Securities • Development Permit Security • Erosion Sediment Control (ESC) Security (This is a refundable deposit, independent of any other securities paid in this respect). • Septic Security • Well Security • Other fees may apply.

NOTE: No security refunds are given until final occupancy is approved

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Development Cost Charges (DCC's):

The City of Maple Ridge, the Greater Vancouver Sewage and Drainage District (GVS&DD) DCC's and The Regional Transportation (TransLink) DCCs are applicable for new buildings, additions and new floor areas being added into existing buildings.

- [Development Cost Charges - Bylaw 6462-2007](#)
- [Development Cost Charge Bylaw 254, 2010 - Unofficial Consolidation](#)
- [Regional Transportation DCC's](#)

Please note that the method for payment on DCC's is Cash, Certified Cheque, Letter of Credit or Debit Card. **Credit Cards are not accepted.** Please contact the Finance Department for a complete list of payment options and criteria for each option.

GVS & DD charges are collected by the City but administered and provided to Metro Vancouver. Should you have any questions they can be reached at 604-432-6200 or on their web site www.metrovancouver.org.

Regional Transportation (TransLink) DCCs are collected by the City but administered and provided to TransLink. Should you have any questions they can be reached at 778-375-6937 or on their web site <https://www.translink.ca/About-Us/Taxes/Development-Cost-Charges.aspx>.

Exemptions and reductions for DCC's:

- Contact the City's Finance Department if applicable for DCC's.
- Contact Metro Vancouver for any applicable exemptions.
- Contact TransLink for any applicable exemptions.

School Site Acquisition Fee:

This fee is paid directly to and at School District 42's administrative offices, located at 22225 Brown Avenue Maple Ridge, 604-463-4200. This fee is payable on all new multi-residential projects.

- [School Site Acquisition Charge Regulation](#)