

The following are the requirements to convert an existing dwelling into an accessory building. An existing dwelling can only be converted to an accessory building, if it complies with all the requirements of the City's Zoning Bylaw – current edition - for accessory structures.

**The following is required in order to apply for a building permit to convert to an accessory building:**

- Letter of Authorization and Owners Acknowledgement of Responsibility Letter.
- Hazardous material assessment report (ie. asbestos) is required for buildings constructed prior to 1990 prior to any work commencing on this building.
- Residential Permit Application Form
- Completed Zoning Compliance Summary Checklist.
- 2 site plans (in metric) showing the dimensions of the building, roof overhangs, lot dimensions, corner elevations at the building and the distance the building will be from all property lines, from the house and from any other existing buildings on the property such as sheds garages barns etc.
- 2 complete sets of drawings (Minimum sheet size 11x17), including, floor plan(s), cross sections, and elevations. Sample drawings are available at the building department counter.
- For accessory buildings greater than 139m<sup>2</sup> (1500ft<sup>2</sup>) on properties that are not supplied with a storm sewer connection, an engineered designed rockpit or verification – if existing - will be required.
- A Provincial “Sewerage Regulation” compliance letter provided by a “Registered Waste Water Practitioner” or professional engineer verifying that the existing septic system is still functional.
- Should any construction or modifications to the exterior be required then Wildfire DP area building materials to conform to “Fire Smart” standards. Refer to guideline.
- Kitchen counter and cupboard facilities must be removed.
- Washroom facilities to be removed less a toilet & sink. These may only remain, if a functional septic field exists for this building.
- Electrical Permit – conversion work may only be completed by a qualified contractor:
  - Required for any modifications to the electrical system (ie. Removal of stove wiring back to panel)
- Plumbing Permit – conversion work may only be completed by a qualified contractor:
  - Plumbing fixtures to be capped off (bathtub to be removed).
- Gas Permit – conversion work may only be completed by a qualified contractor:

The following documents will provide the necessary information to apply for a Building Permit. These documents are available online (<http://www.mapleridge.ca/184/Building>) or at the Building Department front counter:

- [Residential Building Permit Application](#)
- [Zoning Checklist](#)
- [Owners Acknowledgement of Responsibility – Simple Buildings](#)
- [Letter of Authorization](#) – General for non-owner applicants
- [Accessory Building Application Checklist](#)
- [Wildfire DP Guidelines](#)

All applicable, electrical, plumbing and gas permits must be obtained prior to starting any work in these areas.

*"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."*