



Address: _____

Project name: _____

REQUIRED DOCUMENTATION (as per current Building Bylaw)	Submitted	Not required	Required	# Drawings
ARCHITECTURAL DRAWINGS (4 sets) Prepared by: _____ (name of Architectural firm)				
Cover Sheet (index sheet)			<input checked="" type="checkbox"/>	
Site Plan			<input checked="" type="checkbox"/>	
Code Compliance Plans (separate from architectural plans)			<input checked="" type="checkbox"/>	
Elevation Plans			<input checked="" type="checkbox"/>	
Foundation Plans			<input checked="" type="checkbox"/>	
Floor Plans			<input checked="" type="checkbox"/>	
Cross Section Plans			<input checked="" type="checkbox"/>	
Detail Plans			<input checked="" type="checkbox"/>	
Window, Door, Wall Schedules			<input checked="" type="checkbox"/>	
Other (Please specify)				
Other (Please specify)				
Drawings signed & sealed by a Professional			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	
STRUCTURAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Foundation Plans			<input checked="" type="checkbox"/>	
Framing Plans (Floor, Walls & Mezzanine)			<input checked="" type="checkbox"/>	
Detail Plans			<input checked="" type="checkbox"/>	
Shoring Plans			<input checked="" type="checkbox"/>	
Other (Please specify)				
Drawings signed & sealed by a Professional Engineer			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	
LANDSCAPE PLAN (3 sets) Prepared by: _____ (name of Consulting firm)				
Drawings signed and sealed by a Landscape Architect			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedules LB)			<input checked="" type="checkbox"/>	
Landscape Cost Analysis				
Landscape Securities paid				
CIVIL DRAWINGS (5 sets) Prepared by: _____ (name of Consulting firm)				
Site Servicing Plan showing Site Drainage (Lot Grading Plan, Separate SV application)			<input checked="" type="checkbox"/>	
On-Site Civil Servicing (including fire hydrant locations, meter chambers, manholes, etc)			<input checked="" type="checkbox"/>	
Off-Site Civil Plan			<input checked="" type="checkbox"/>	
Excavation and Shoring Drawings			<input checked="" type="checkbox"/>	
All on site retaining including sections & details (Zoning Compliance: Height. Sep. App)			<input checked="" type="checkbox"/>	
Drawings signed & sealed by the Professional Engineer			<input checked="" type="checkbox"/>	
Sealed Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	

REQUIRED DOCUMENTATION	Received	Not required	Required	# Drawings
MECHANICAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
HVAC Plans			<input checked="" type="checkbox"/>	
All fire & Life safety components clearly identified			<input checked="" type="checkbox"/>	
Other				
Other				
Drawings signed & sealed by the Professional Engineer			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	
PLUMBING DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Plumbing Layout Plans (showing location of all pipe work and interior oil, grit and grease interceptors)			<input checked="" type="checkbox"/>	
Plans of all lift pumps and cross connection control devices			<input checked="" type="checkbox"/>	
Sprinkler Design Plans (to include standpipe loc.)			<input checked="" type="checkbox"/>	
Other (Please specify)				
Other (Please specify)				
Drawings signed and sealed by the Professional Engineer			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	
FIRE SUPPRESSION (3 sets) Prepared by: _____ (name of Consulting firm)				
Sprinkler Design Drawings to include:			<input checked="" type="checkbox"/>	
Fire dept. connection, hydrant loc., standpipe loc., water supply eval.			<input checked="" type="checkbox"/>	
Drawings signed and sealed by the Professional Engineer			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	
Other (Please specify)				
Other (Please specify)				
ELECTRICAL DRAWINGS (3 sets) Prepared by: _____ (name of Consulting firm)				
Electrical Layout Plan for the entire project drawings showing the following: Design data load calculations for the service, Fault current calculations, Grounding etc			<input checked="" type="checkbox"/>	
Electrical Main Switch Size (Voltage - one or three phase)			<input checked="" type="checkbox"/>	
Site Service Plans			<input checked="" type="checkbox"/>	
Electrical Detail Plans			<input checked="" type="checkbox"/>	
Drawings signed & sealed by the Professional Engineer			<input checked="" type="checkbox"/>	
Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Coverage Summary (Expiry date: _____)			<input checked="" type="checkbox"/>	

NOTE: All submitted drawings are not to exceed a **maximum 24" x 36"** sheet size



ADDITIONAL DRAWINGS		Prepared by: _____ (name of Consulting firm)	
Storm Water Management Plan (must comply to 3 Tiers)			<input checked="" type="checkbox"/>
Architectural for Fire Dept use on USB (PDF's)			<input checked="" type="checkbox"/>
WATER COURSE PROTECTION BYLAW			
Erosion and sediment control plan (3 Sets)			<input checked="" type="checkbox"/>
Schedule A			<input checked="" type="checkbox"/>
Schedule D			<input checked="" type="checkbox"/>
Schedule E			<input checked="" type="checkbox"/>
Other (Please specify)			
ESC Security (2.5% of Construction value)			<input checked="" type="checkbox"/>

ADDITIONAL ITEMS	Received	Not required	Required	# Drawings
BC Building Code Code Analysis Form			<input checked="" type="checkbox"/>	
Compliance Path for Energy Efficiency & Supporting Documentation			<input checked="" type="checkbox"/>	
Fire Suppression System Letter of Assurance (Performance Specification)			<input checked="" type="checkbox"/>	
Liability Insurance coverage summary (Fire Suppression Systems)			<input checked="" type="checkbox"/>	
Commitment by Owner Letter (Schedule A per current BCBC)			<input checked="" type="checkbox"/>	
Owner Acknowledgement Letter			<input checked="" type="checkbox"/>	
Sealed Soils (Geotechnical) Report			<input checked="" type="checkbox"/>	
Geotechnical Letter of Assurance (Schedule B per current BCBC)			<input checked="" type="checkbox"/>	
Liability Insurance coverage summary for the Geotech. P.Eng.			<input checked="" type="checkbox"/>	
EGBC Appendix 'D' Landslide Assessment (sloping sites only)				
EGBC Appendix 'I' Floodplain Assessment (prop. In floodplain only)				
Address Plans for Multi-Tenant Buildings			<input checked="" type="checkbox"/>	
Residential LCS(HPO) Form (or covenant where rental property)				
Alternative Solution Proposal(s) (if accepted a sealed pdf version is required)				
Design Documentation to BCBC Part 10, NECB or ASHRAI 90.1				
Topographical Survey Plan			<input checked="" type="checkbox"/>	
Highway use permit (Thru Engineering)			<input checked="" type="checkbox"/>	
Development Permit Securities (Thru Planning)				
Other Securities				
Hazardous Materials Report (renovations & additions)				
Site Disclosure Statement				
Health Dept "septic system filing" for new septic disposal fields				
Municipal Reliance upon Plan Certification by Reg. Professionals				
Wildfire DP requirements where building is combustible construction				
Construction Fire Safety Plan			<input checked="" type="checkbox"/>	
\$585.00 application fee per building			<input checked="" type="checkbox"/>	
Copy of pending construction notice provided to neighbourhood			<input checked="" type="checkbox"/>	
Yards Inspection Form			<input checked="" type="checkbox"/>	



Other (Please specify)				
Other (Please specify)				
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Other (Please specify)				
Other (Please specify)				
Other (Please specify)				

CITY COMMENTS

- Note:**
- The Coordinating Registered Professional and the Owner of the property must have their signatures on the Building Permit Application Form prior to the application being made.
 - For projects with multiple buildings, separate application packages with schedules & permit drawings are required for each building.
 - Civil, Landscape and ESC drawings are to be for the entire site.
 - For townhouse projects only, the drawings are required to be submitted as one complete set for the entire development with separate permit application packages and schedules for each building.
 - A pre-application meeting is to occur with the building department prior to **third reading** to ensure any building code or bylaw issues are addressed. At this time we will also determine additional documentation

City of Maple Ridge

11995 Haney Place, Maple Ridge, BC V2X 6A9 Tel: 604-467-7311 Fax: 604-467-7461

Web Site: <https://www.mapleridge.ca/184/Building>

Enquiries only: buildingenquiries@mapleridge.ca

Updated 2021-12-23