

DRAWING REQUIREMENTS:

Please check with front counter staff to see if we have a floor plan on file that you can use first. Also, in some areas in Maple Ridge – **due to flood plain issues – lower levels may not be able to be finished into living space.**

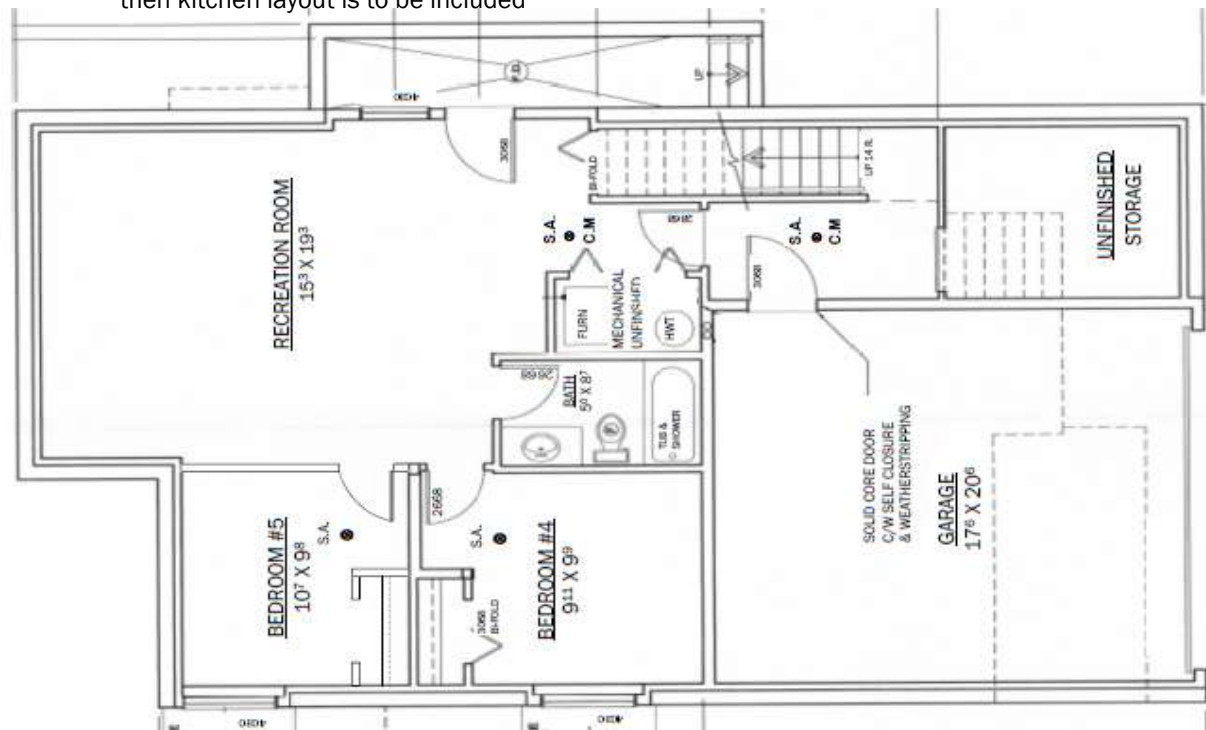
Drawings submitted must show detailed floor plans including dimensions of each room, windows and door sizes.

Each room must be clearly labeled for use. If applying for a TRU – you must submit floor plans for the entire house.

You require the following in order to apply for a building permit:

- Copies of liability insurance and a Schedule B for **each** Professional Engineer working for you (e.g., Structural, Geotechnical, Fire Suppression) will be required if you are planning on removing walls or increasing the size of openings in load bearing interior or exterior walls,
- 2 complete sets of plans **drawn to scale with a ruler**; floor plan(s), cross sections (Minimum acceptable size of drawings to be not less than 11 x 17 and will not be accepted in pencil),
- Site plan showing the required parking space if a rental suite is being installed, and
- Drawings submitted must show detailed floor plans including dimensions of each room, windows and door sizes. Each room must be clearly labeled identifying use.

The following sample drawings is provided for your reference, if installing a Suite or TRU then kitchen layout is to be included



The following forms are available at the Building Department front counter or on our web page: www.mapleridge.ca. All forms must be completed when submitting your plans for approval.

- Basement Finish Permit Application
- [Owners Acknowledgement of Responsibility - Simple Buildings](#)
- [Letter of Authorization - General](#)

IF YOUR PROPERTY IS ON A SEPTIC SYSTEM AND/OR A WELL, THE FOLLOWING WILL BE REQUIRED:

Note: You may apply for your building permit before you have any of the following, however you will not be able to obtain your permit or start building until the requirements have been met.

- Provincial “Sewerage Regulation” compliance must be obtained and verified by an “authorized person” acceptable to the Municipality.
- Certificate of Well Water Quantity and Potability ([Certificate of Water Quantity and Potability](#))