



Secondary Suite in an Existing Single Family Dwelling

No.: BUILDING-22

Date: 2007-06-19

Revised: 2016-01-15

Purpose:

- To advise the general public of permit requirements to process applications to use or alter an area in an **existing single family dwelling**, to accommodate a suite.

Background:

- The City has adopted amendments to the Zoning Bylaw that allows a single secondary suite in a single family dwelling. For a secondary suite to be legal, it must be inspected and upgraded as required to ensure code compliance.

Implementation:

- Prior to submitting plans the applicant is to:
 - Request an on-site inspection of the premises:
 - A fee is payable for a Building & Plumbing/Gas Inspector to conduct the on-site inspection. Contact a Plans Processing Clerk for more information at 604-276-4285;
 - The time and date of the inspection will be coordinated by the plans processing staff after the inspection is requested.
- Upon completion of the site inspection, the inspectors shall:
 - Advise the applicant what must be done to the existing area being used or converted to achieve code compliance. **This may require that any work/construction previously completed without the benefit of plans or permits be exposed;**
 - The applicant must then prepare plans and apply for a building permit to complete any required work.

- Required plans/information:

Site Plan

1. Show property dimensions, street location, north arrow, and any structure on the lot;
2. Provide calculations to show that the proposed suite area does not exceed 40% of the habitable floor area of the dwelling unit; maximum 90 m².

Floor Plan

1. Provide a plan of each floor area showing the room uses, and location of the suite; this plan/plans should contain sufficient dimensions to permit calculation of the floor area of the entire dwelling unit.
 2. Provide a plan of the suite including room dimensions, use, door/windows location and sizes, furnace room, electrical etc.
 3. Additionally indicate how the various code requirements in Section 9.36 of the current version of the BC Building Code are being addressed, i.e. fire separations, exiting, smoke alarms, etc.
- Should you have any questions, comments or suggestions concerning this bulletin, please contact the Supervisor, Permits at 604-276-4278.