

## Secondary Suite

### What is a secondary suite?

A secondary suite is a self-contained accessory dwelling unit located within a single detached dwelling, which is used as a residence by one or more persons. A secondary suite has its own separate cooking, sleeping and bathing facilities and direct access to the outside without passing through any part of the principle residence.

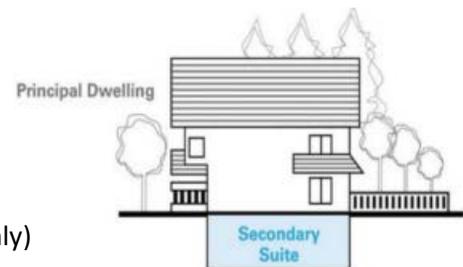
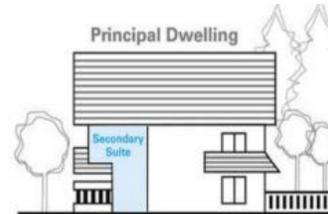
### When is a Business Licence required?

A business licence must be obtained if the secondary suite is being used as a vacation rental. It is the owner's responsibility to renew the business licence yearly.

### Where are secondary suites allowed?

Secondary suites are allowed in:

- RS1 (Low Density Residential One) Zone
- RS2 (Low Density Residential Two) Zone
- RS3 (Low Density Residential (Strata) Three) Zone
- RS4 (Low Density Residential Four) Zone
- RD1 (Low Density Residential Duplex) Zone (with SFDs only)



| Zoning Regulations   |                          |   |
|--|--------------------------|---|
| 1.   | Maximum gross floor area | The maximum floor area of a <i>secondary suite</i> shall not exceed 50% of the <i>gross floor area</i> of the <i>single detached dwelling</i> . |
| 2.   | Minimum gross floor area | 45.0 m <sup>2</sup>   |
| Limitations of Suites  |                          |   |
| Only one (1) secondary suite shall be permitted per single detached dwelling.<br>Secondary suites are not permitted in conjunction with a carriage house.        |                          |   |
| Strata Title   |                          |   |
| A secondary suite may not be sited or located on a separate parcel from the principle residence or be created as a strata lot within a single detached dwelling. |                          |   |

## Pre-Application Meeting

Staff are available for pre-application meetings with applicants. It is recommended that the applicant speak with the Building Official prior to making a formal application to go over the expectations of the application documentation and to ensure a secondary suite is a permitted use for your properties zone.

## Submit Building Permit Application

A building permit must be applied for, and issued, prior to the construction of a secondary suite. Building permit applications are made to the Building Department and must include sufficient information for staff to evaluate the plans against the building bylaw, zoning bylaw regulations, as well as the BC Building Code requirements. These may include, but is not limited to, interconnected smoke alarms, carbon monoxide

detectors, proper fire separation between the suite and the principle dwelling and suitable access and egress. Please reference the current BC Building Code for suite requirements.

The Building Department will require the following documents prior to accepting a building permit application:

- A complete building permit application including:
  - Owner's Authorization
  - Two (2) sets of plans including site plan with parking and amenity space, floor plans detailing existing and proposed layouts of the suite AND the principle dwelling.
  - Additional items and drawings may be required.

Applications can be found on the Town's website at [www.oliver.ca/building/](http://www.oliver.ca/building/) or pick up at the Town Hall (6150 Main Street).

Once a building permit is issued and construction has begun, a Building Official will conduct inspections at certain benchmarks to ensure compliance with the BC Building Code requirements. These inspections will be outlined on your building permit when issued. A passed Final inspection of the suite by the Building Official will be required before the suite can legally be occupied.

For any questions on the Building Permit process or requirements, please contact the Development Services Department. Also, refer to the Secondary Suite Technical Bulletin.

## How can I legalize a pre-existing suite?

Getting an occupancy permit for a pre-existing suite is a similar process to constructing a new suite. Evidence must be provided that the suite generally conforms to the current BC Building Code requirements for secondary suites. This is done through the building permit process spoken to above. Plans must show that the work completed was in compliance with the current BC Building Code. If conformance is not achievable, a permit process is required to decommission the suite.

## What is the cost for a building permit?

The application fee is \$100, at time of application. A current State of Title (within 30 days) is required, which can be obtained by the Town for a small fee. The Building Permit fee is calculated as per the Fees and Charges Bylaw 1328 on value of work based on current construction industry values.

## Speak with neighbours

We encourage all property owners to speak with their neighbours as part of the initial process to take into consideration any concerns they may have. Integrate parking and amenity spaces in a way that will not infringe of the privacy of neighbouring residents or in a way that changes the character of the existing neighbourhood.

For further information on secondary suites, please contact the Development Services Department  
**Phone:** 250-485-6250  
**Email:** [admin@oliver.ca](mailto:admin@oliver.ca)