

What is a Carriage House?

A carriage house is a smaller, second home located on a residential property that already has a single detached residential dwelling. A carriage house is a structure that is separate and independent from a single detached dwelling.

The carriage house may be hidden in the rear of the parcel, or it may be visible from the road.



What regulations apply to Carriage Houses in West Kelowna?

Section 3.19 of the City's **Zoning Bylaw No. 0265** contains general regulations governing the development of carriage houses in West Kelowna. In addition to these general regulations, different regulations may apply depending on the zoning of your property. Where carriage houses are permitted, only one per parcel may be constructed. Properties with the following zoning designations must have the corresponding minimum parcel sizes in order to establish a carriage house:

| Your Property Must Have | |
|--------------------------------|--------------------------|
| This Zoning | This Minimum Parcel Size |
| RC1 | 650 m2 (6,996.5 ft2) |
| R1, RP1 | No Minimum |
| RU1, RU2, RU3, RU4, RU5, & A1* | 2,500 m2 (26,909 ft2) |

*Agricultural, A1 zoned parcels located within the Agricultural Land Reserve (ALR) are advised to refer to the ALC regulations.

The construction of a Carriage House is subject to the current BC Building and Plumbing Code Regulations. If you will be doing any type of construction to the premises to which you are applying for a carriage house, you will be required to apply for a Building Permit.



Servicing Requirements

Water Service:

A carriage house requires a connection to a community water system. If a connection is not available to the parcel you must provide confirmation from a professional engineer specializing in groundwater hydrology that the property has sufficient year-round supply of potable groundwater available to service a single detached dwelling and a carriage house.

Water Connection Method: Tee-Connection

The on-site waterline shall have a tee-connection prior to the existing house with an additional line running directly to the carriage house.

Water Metering

A pit meter is required to quantify all water consumption by the property. The property will receive one utility bill which will identify the total water consumption for both dwellings. If you want to measure how much water is being used separately by the carriage house and the existing house, you will have to install private water meters.

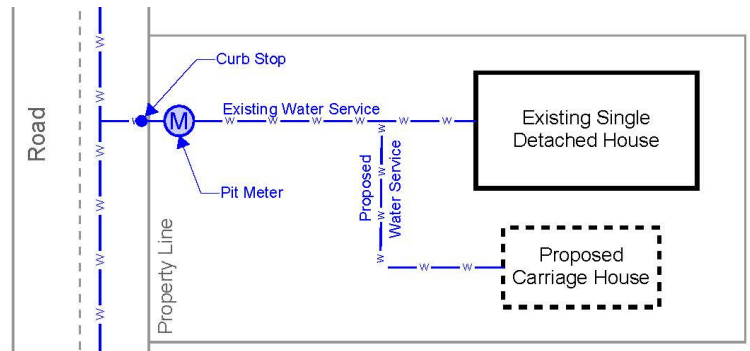
Waterline Size

For parcels with an existing community water connection, the size of the waterline running from the City's watermain (located within the public roadway) into your parcel may be too small to accommodate the increased water demands. It may be necessary to increase the size of your waterline and a qualified plumber can help you determine this.

Sewer Service:

A carriage house requires a connection to a community sewer system unless:

- A connection is not available to the parcel;
- The parcel has a minimum lot area of 1.0 ha (2.4 ac); and
- The applicant provides the City with evidence that their sewage system complies with Interior Health requirements



Pit Meter
 The property owner is to purchase and install an approved Pit Meter: *Ford Coil Pit Meter Setter: Standard Single Setting for 3/4" x 3/4" meter, complete with ball valves, 15" tile diameter, insulating disk, cast iron flat lockless lid, with Brooks Box if located in driveway.*

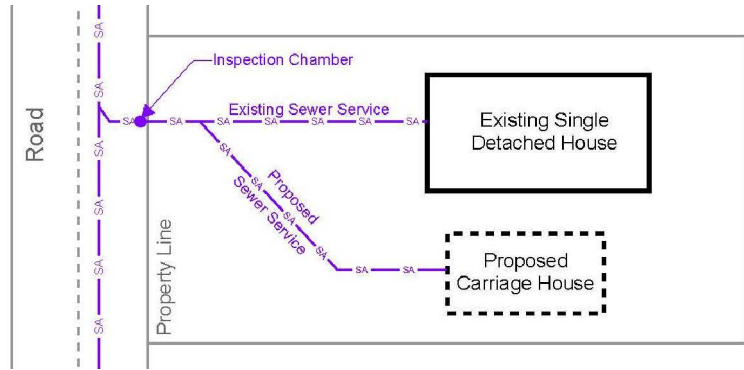


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Wye-Connection

The on-site sewer line shall have a Wye-connection before the existing single detached dwelling with an additional line running directly from the carriage house. The property will receive one utility bill which will include both dwellings. Accessible cleanouts are required per the BC Plumbing Code.



Max size of a Carriage House

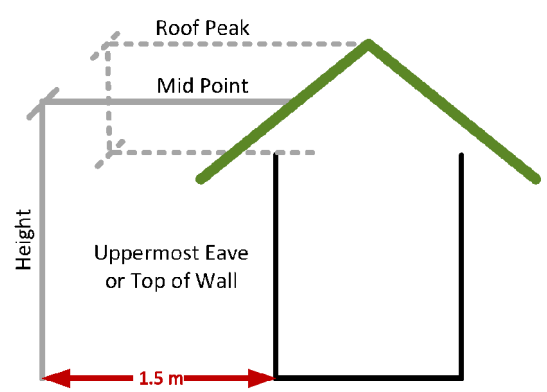
The maximum gross floor area (GFA) of a carriage house depends on the zoning of the parcel. The maximum GFA cannot be varied.

| Zone | Maximum Gross Floor Area |
|--|--|
| RC1, RC2, RC3, RP1, R1, R1L, RU1, I6, CD1(C), CD1(E), CD3(A) | 110 square metres (1,184 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less. |
| RU2, RU3, RU4, RU5, A1 | 140 square metres (1,506.9 square feet) or 75 per cent of the floor area of the principal dwelling, whichever is less |
| Parcels within the ALR | 90 square metres (968.7 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less for parcels less than 40 hectares; or 140 square metres (1,506.9 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less for parcels greater than 40 hectares. |

Max height of a Carriage House

Carriage houses can be a maximum of 8.0 metres* (26.4 feet) tall. Height is the vertical distance from grade 1.5 metres from the base of the wall to:

- The highest point of the carriage house, with a non-sloping roof (less than 4 per cent slope) or domed roof, or
- The midpoint of a carriage house with a sloping roof, measured as the distance between the uppermost eave, or top of wall, and the peak of a roof.



*RC1, RU1, RU2, RU4, RU5, A1 maximum height of 7.0 metres.

*Any carriage house over 1 storey in height shall provide a minimum of one parking space within the same building as the carriage house.



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Permit Requirements

Depending on your site conditions and development plans, you may require one or more of the following permits for the construction of a Carriage House.

Development Permit:

A **Development Permit** (DP) may be required for new construction or site alterations on parcels located within one or more DP areas: Hillside, Sensitive Terrestrial Ecosystem, Aquatic, and Wildfire. DP's ensure protection of people and/or the natural environment through hazard prevention during development.

Building Permit:

A **Building Permit** (BP) is required to verify that Provincially mandated Building Code requirements are met to ensure the safety of occupants. During the Building Permit process, you will need to ensure adequate servicing (water, sewer) is in place to accommodate a carriage house.

Municipal Highway Permit:

If you would like to create a new access/egress on your property in order to accommodate a carriage house you will need to apply for a **Municipal Highway Permit** (MHP). MHPs are required prior to starting construction in any City Right-of-Way.

Parking Requirements

One additional parking space/bedroom is required and must be provided within the boundaries of the parcel for which the carriage house will be located- unless when permitted by Section 4.3.1(b) of the Zoning Bylaw. Parking spaces must be a minimum of 2.75 m (9.0 ft) in width by 6.0 m (19.7 ft) in length, and tandem parking (one vehicle behind the other) may be permitted. A site plan identifying the location and dimensions of proposed parking is required to be submitted with your **Building Permit** application.

Can I design my Carriage House with a patio or deck?

Above ground patios – 0.6m (2.0) ft or higher, and roof top decks are not permitted for carriage houses. Amenity spaces or patios constructed at less than 0.6m (2.0ft) above grade are permitted.



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What does it cost to permit & operate a Carriage House?

The potential permitting and related costs are indicated in the table below. Some of the fees are only applicable in certain areas and City Staff can assist in determining which fees apply to your permit costs. Please noted that construction and maintenance costs are not included.

| Potential Permitting Costs | Related Cost (2024) |
|---|--|
| Development Permit | \$1,080+ |
| Building Permit | <ul style="list-style-type: none"> • Non-refundable fee (based on construction value): • \$150+ • \$10/fixture plumbing fee • 1.14% of construction value permit fee • \$790+ water meter • Approved pit meter setter (purchased independently) • \$100 sanitary service connection |
| City Development Cost Charges (DCCs) | \$68.63 per square meter of floor area |
| Municipal Highway Permit | \$100 |
| RDCO Development Cost Charges (DCCs) | <ul style="list-style-type: none"> • \$2,584 East Trunk sewer • \$4,608 sewage treatment plant |
| Approximate fees & DCCs of an \$90,000, 90 m2 carriage house in the East Trunk area: \$17,000 | |

| Potential Operating Costs | Related Cost |
|---|---|
| Illegal Suites/Carriage House (Failure to comply with City's bylaws) | \$500 daily fine |
| Utility billing (water, sewer, garbage) Carriage houses count as SFD equivalent Rates shown are totals for both carriage house and existing house | <ul style="list-style-type: none"> • \$206.46 (City and RDCO) for sewer per quarter • \$403.66 for Powers Creek and \$401.18 for Rose Valley flat rate for water per quarter • \$93.32 for garbage and recycling per quarter (see Fees and Charges Bylaw No. 0028) |



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Frequently Asked Questions:

What if I live in a strata?

Bill 44 required changes to Zoning Bylaws to allow for additional density. Strata bylaws may still apply to your property, consult your strata corporation for more information.

I would like to use my Carriage House as a vacation rental or a Bed & Breakfast, is this permitted?

Short-Term Rentals (STRs) are permitted on parcels that contain a carriage house, providing the zoning designation allows for that use. Detailed information, including the application process and **Operator Guidebook**, can be found on the City of West Kelowna Website – **Business Licensing page**.

I'm only going to have family/in-laws stay in my Carriage House. Do I still need to get a permit?

All carriage houses, regardless of whether or not family members or in-laws are residing in them, are required to receive approval under the City's applicable permitting and registration program.

What is the permitting process and how long does it take?

The construction of a carriage house requires a Building Permit and may require a Development Permit. If both permits are required applications can run concurrently to reduce processing time; however, this process can take anywhere from 4-10 weeks.