



CITY OF WEST KELOWNA
Development Services – Business Licensing
2760 Cameron Road
West Kelowna, BC V1Z 2T6
Phone: 778-797-8811

BP # _____

Carriage House Application Form

APPLICANT INFORMATION

Property Owner's Name: _____

Address of Proposed Carriage House: _____

Mailing Address (if different): _____

City: _____ Postal Code: _____ Contact Phone No.: _____

E-Mail address: _____

PROPERTY DETAILS

Property Zoning: _____

Parcel Size (sq. m/acres): _____

Total Gross Floor Area of Main Dwelling (sq. ft): _____

Carriage House Size (sq. ft): _____

Number of Bedrooms in Carriage House: _____

Number of Parking Spaces for Carriage House (one per bedroom required): _____

Is the carriage house pre-existing? Yes No

If yes, year of construction: _____

Community Sewer Septic System

*If septic, approval from a Registered Onsite Wastewater Practitioner (ROWP) will be required for the capacity of the existing septic system for the addition of a carriage house.

FEES

- As per the City of West Kelowna Bylaws, specific to the location and scope of construction.
- Sewer, Water & Garbage – Additional billing of 40% of flat rate charged quarterly to principal dwelling.

REQUIRED DOCUMENTS

- Complete Building Permit Application Form
- Site Plan of the property-including property lines, access/egress, all structures, the entrance to the primary residence and the proposed carriage house, and setbacks required in the Zoning Bylaw.
- A Parking Plan indicating the two required parking spaces for the single-family dwelling, and the off-street carriage house parking as required in the Zoning Bylaw.
- Floor Plans - including all access/egress, identification and dimensions of all rooms, and total area in sq. ft. for the entire single detached dwelling and for the carriage house – as per the [Single Family Dwelling Application Checklist](#).
- A current state of title-within the last 90 days.
- Approval from a Registered Onsite Wastewater Practitioner (ROWP) if applicable.

Note: The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection should be directed to the Legislative Services Department, City of West Kelowna, phone 778-797-2250.

I/we the undersigned make this application for a carriage house in accordance with the information given and declare the statements are true and correct.

Signed: _____

Dated: _____