



Carriage House Requirements & Considerations

Bulletin 15 - 02 Revised: October 2020

THE PURPOSE OF THIS BULLETIN IS TO PROVIDE DIRECTION AND CLARIFICATION REGARDING BYLAW AND BC BUILDING CODE REQUIREMENTS, AND OTHER KEY CONSIDERATIONS RESPECTING THE DEVELOPMENT OF CARRIAGE HOUSES IN WEST KELOWNA.

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. The carriage house is a *structure that is separate and independent from the 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?

The City's Zoning Bylaw 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
Not sure of the zoning on your property? City staff can help you.	
RC1 and RC2	650 m ² (6,996.5 ft ²)
R1	1,100 m ² (11,840.3 ft ²)
R1L, RU1, RU2, RU3, RU4, RU5 AND A1*	2,500 m ² (26,909 ft ²)

*Agricultural, A1 zoned parcels located within the Agricultural Land Reserve (ALR) must first obtain *Non-Farm Use* approval from the Agricultural Land Commission (ALC) before applying to operate a legal carriage house. If this applies to you, please inquire with City staff on this particular application process.



What Servicing Requirements Should Be Considered?

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 supply of potable groundwater available to service a single detached dwelling and a carriage house.

Water Connection Method - Tee-Connection

The installation of a second water meter for the carriage house will be required. The on-site waterline shall have a tee-connection before the existing water meter with an additional line running directly to the carriage house. The property will receive one utility bill which will identify the total water consumption for each dwelling.



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. City staff can help you determine this.

Sewer Service:

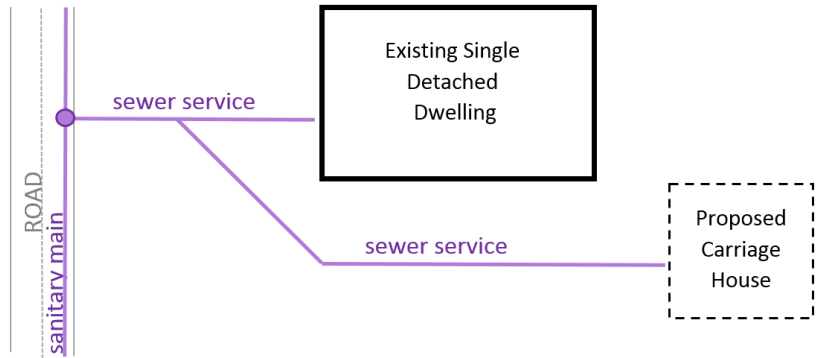
A carriage house requires a connection to a community sewer system unless:

- a connection is not available to the parcel;
- the parcel has a minimum lot area of 1 ha (2.4 ac); and
- Applicant provides the City evidence that their sewage system complies with Interior Health Authority requirements.



Sewer Connection Method - Y Connection

The on-site sewer line shall have a Y-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.



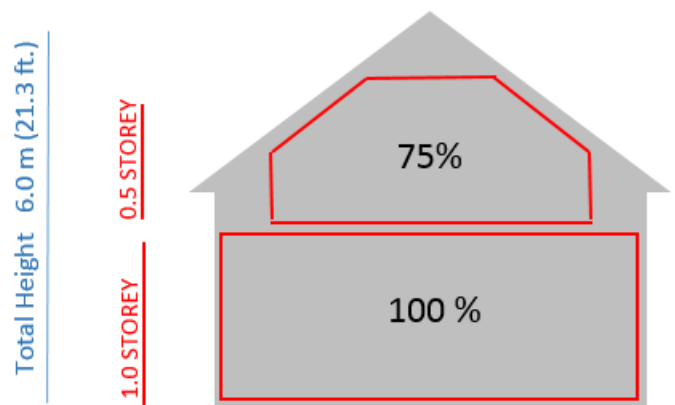
How Big Can My Carriage House Be?

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, R1, R1L, RU1	90 m ² (968.7 ft ²) or 75% of the gross floor area of
RU2, RU3, RU4, RU5, A1	140 m ² (1,506.9 ft ²) or 75% of the floor area of the

What Does .5 of a Storey Look Like?

A carriage house is restricted to 5.0 m (16.4 ft) in height to a maximum of 1 storey. However, the height of a carriage house may be increased to 6.5 m (21.3 ft) in height to a maximum of 1.5 storeys where at least one parking stall is provided in the same building. The upper storey may not exceed a maximum floor area of 75% of the main floor. This image also depicts the upper storey with a maximum floor area of 75% of the main floor.





What Permits And Licenses May Be Required?

Depending on your site conditions and development plans you may require one or more permits in order to establish a carriage house.

DEVELOPMENT PERMIT:

You may be required to obtain a Development Permit (DP) for new construction or site alterations on parcels located within one or more DP areas: hillside, sensitive terrestrial ecosystem, aquatic and wildfire. The DPs ensure protection of the natural environment and/or protection of people and property through the prevention of creating hazardous conditions during development.

BUILDING PERMIT:

You will be required to obtain a Building Permit (BP). BPs are required to verify that Provincially mandated Building Code requirements are met to ensure 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). See the City's Traffic Bylaw on the City of West Kelowna website: www.westkelownacity.ca

BUSINESS LICENSE:

A Business License is required to operate a carriage house.



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What Does it Cost to Permit & Operate a Carriage House?

The potential costs associated with the legalization of a carriage house are identified in the table below. Some of the fees identified below are applicable in all circumstances while others are not. City staff are happy to assist you in determining which fees apply to your property.

POSSIBLE REQUIREMENT(S)	RELATED COST
DEVELOPMENT PERMIT	\$705
BUILDING PERMIT	\$100 plus 1.14% of the construction value Water Service Connection \$350 Water Meter \$635 Sanitary Service Connection \$100
CITY DEVELOPMENT COST CHARGES (DCCs)	\$47.54/m ² of floor area
MUNICIPAL HIGHWAYS PERMIT	\$100
RDCO DEVELOPMENT COST CHARGES (DCCs) (Applicable charges based on property location)	\$395 East Trunk Sewer Development \$4,194 Sewage Treatment Plant
BUSINESS LICENSE (Annual charge)	\$60
REGISTRATION (Single charge)	\$125 (voluntary legalization) \$250 (legalization resulting from bylaw enforcement)
ILLEGAL SUITES/CARRIAGE HOUSE (Failure to comply with City’s Bylaws)	Daily Fine \$550

Am I Required To Provide Parking?

All required parking spaces must be provided within the boundaries of the parcel for which the carriage house will be located. All parking spaces must be a minimum of 2.75 m (9.0ft) in width by 6.0 m (19.7ft) in length. For one bedroom carriage houses one parking stall is required. For carriage houses with two or more bedrooms two parking stalls are required. Tandem parking (one vehicle behind the other) is 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?

A carriage house may not include any above ground patios or roof top decks. Above ground patios include any outdoor patio area 0.6 m (2.0 ft) in height or more above grade. However, patios and other outdoor amenity spaces constructed less than 0.6 m (2.0 ft) in height above grade are permitted.



What If I Live In A Strata?

For strata developments, consult with the strata and strata corporations' bylaws and rules apply to the strata lot owners (and tenants) and outline the rights and responsibilities of strata lot owners (and tenants). For example, if a strata corporation establishes a bylaw prohibiting carriage houses then they are not permitted regardless of local government bylaws.

I Would Like To Use My Carriage House As A Vacation Rental Or A Bed & Breakfast, Is This Permitted?

Vacation rentals such as Airbnb, HomeAway, VRBO, etc. are not a permitted use in the City of West Kelowna. If you wish to rent a carriage house it must be rented for a period of 30 days. Additionally, the operation of a bed and breakfast is not permitted within a carriage house, as they are only permitted to operate within a principal single detached dwelling.

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?

Depending on your development plans, approval times can vary. The Building Permit approval process can take 2-4 weeks, while the Development Permit approval process may take 1-2 months. In circumstances where both a Building Permit and a Development Permit are required, these applications may run concurrently to reduce processing time.

I Still Have Questions! Who Do I Call?

If your property can meet all of the requirements but you still have questions contact the City's Building Department at 778-797-8820 or by email at building@westkelownacity.ca.

Note: 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. Section 7.2 of Building Bylaw No. 0086 states: "No person shall commence construction of any project for which a permit is required, without first obtaining a permit for that purpose from the Building Inspector."