

Business Licence Number

Registration Number



CITY OF WEST KELOWNA
Legislative Services – Business Licensing
2760 Cameron Road, West Kelowna, BC V1Z 2T6
Phone: 778-797-8810, Fax: 778-797-1001

SECONDARY SUITE APPLICATION FORM

When applying to legalize a secondary suite, the following items must be submitted as a complete package:
Note: Additional information may be required by the City upon review of your application package
A completed application form
A Site Plan of the property. The plan should include property lines, access/egress, all structures and parking, entrance to the primary residence and the proposed suite, and setbacks required in the Zoning Bylaw.
Floor Plans. The plan should include all access/egress, identification & dimensions of all rooms, etc., and total area in sq. ft. for the entire single detached house and for the suite.
Proof of Ownership of the property. A state of title certificate no more than 90 days old.

APPLICABLE FEES:
Inspection Fee of \$100 (may be applied to cost of building permits if required)
Business Licence Fee \$60
Voluntary Legalization Registration Fee \$125/Legalization through Bylaw Enforcement \$250
Please note that the one-time registration fee and annual business licence fee are payable upon registration of the secondary suite.

Owner's Name: _____

Address of Proposed Suite: _____

Mailing Address (if different): _____

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

Fax: _____ E-Mail address: _____

Application Details:

Is the suite existing? No [] Yes [] If yes, when was it constructed: _____ Property Zoning: _____

Parcel Size (sq.ft /acres): _____ Suite unit size in sq. ft. _____ Total gross floor area of single detached house in sq. ft.: _____ Number of Bedrooms in Suite: _____ Number of additional parking spaces for the suite: _____

Suite access is located on a separate exterior wall from the primary access? Yes [] No []

If no, is the door subordinate in appearance to the main entrance of the house? Yes [] No []

Sanitary Service:

Community Sewer [] Septic System [] -- If septic, has a Registered Onsite Wastewater Practitioner (ROWP) approved the capacity of the existing septic system for the addition of a suite? No [] Yes []

Community Water No Yes If no, please specify: _____

Has the Interior Health Authority approved the well/other water source for the addition of a suite? No Yes

Is your property in a strata? No Yes

If yes, do your building plans comply with your strata's bylaws? No Yes

Note: If you will be doing any type of construction to the premises to which you are applying for a secondary suite, you may need 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."**

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 Corporate Services Department, City of West Kelowna, phone 778-797-2250.

I/we the undersigned make application for a secondary suite in accordance with the information given and declare the statements are true and correct. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the City of West Kelowna.

Signed _____

Dated _____

See site specific zoning information and Section 3.16 contained within the City's Zoning Bylaw No. 0154 for complete regulations related to secondary suites.