

### 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?

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 & RC2	650 m2 (6,996.5 ft2)
R1	1,100 m2 (11,840 ft2)
R1L, 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.

Carriage Houses also must meet current building and plumbing code requirements. The BC Building and Plumbing Code does not consider a carriage house as an accessory to the main house on the property. As well, the garage attached to the carriage home is considered communal for the residents of both buildings and must be fire separated from the rest of the carriage house.

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.



# Carriage House Information Bulletin

Revised: February 2023

## 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 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.

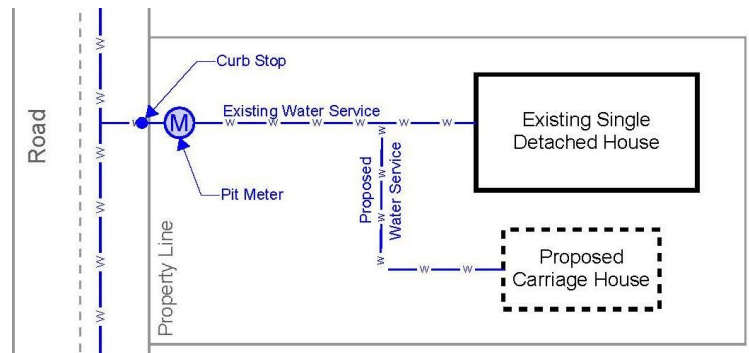
#### Waterline Size

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:

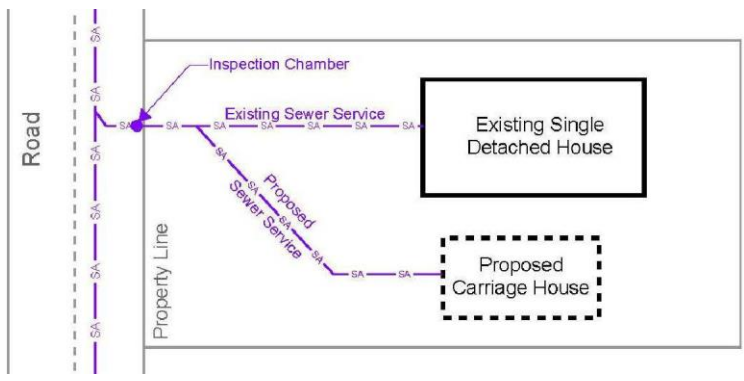
- A connection is not available to the parcel
- The parcel has a minimum lot area of 1.0 ha (2.4 ac)
- The applicant provides the City with evidence that their sewage system complies with Interior Health requirements



**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.*

### 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.



### How big can my Carriage House be?

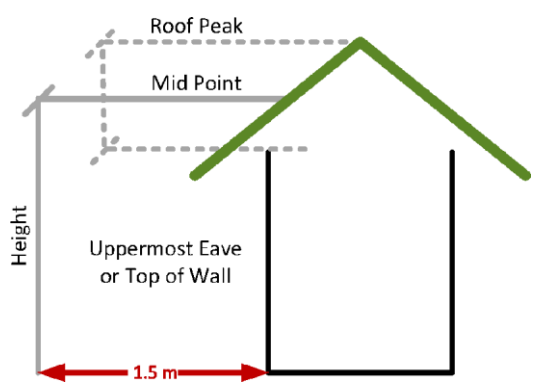
The maximum gross floor area (GFA) of a carriage house depends on the zoning of the parcel. The maximum GFA cannot be varied.

Zone	Maximum Gross Floor Area
RC1, RC2, R1, R1L, RU1	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.

### How tall can my Carriage House be?

Carriage houses can be a maximum of 7.0 metres (23.0 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.





## What Permits and Licences 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. DP's ensure protection of people and/or the natural environment through hazard prevention 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 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.

## 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, unless when permitted by Section 4.3.1(b) of the Zoning Bylaw. Any carriage house over one storey in height shall provide a minimum of one parking space within the same building as the carriage house. All parking spaces must be a minimum of 2.75 m (9.0 ft) in width by 6.0 m (19.7 ft) in length. For one bedroom carriage houses one parking stall is 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 does it cost to permit & operate a Carriage House?

The potential City costs associated with the legalization of a carriage house are identified in the tables 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. Other private costs such as construction and maintenance are not included.

Potential Permitting Costs	Related Cost
Development Permit	\$1,050+
Building Permit	<ul style="list-style-type: none"> <li>• Non-refundable fee (based on construction value):</li> <li>• \$150+</li> <li>• \$10/fixture plumbing fee</li> <li>• 1.14% of construction value permit fee</li> <li>• \$790+ water meter</li> <li>• Approved pit meter setter (purchased independently)</li> <li>• \$100 sanitary service connection</li> </ul>
City Development Cost Charges (DCCs)	\$66.05 per square meter of floor area
Municipal Highway Permit	\$100
RDCO Development Cost Charges (DCCs)	<ul style="list-style-type: none"> <li>• \$2,418 East Trunk sewer</li> <li>• \$4,311 sewage treatment plant</li> </ul>
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/\$1,000 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"> <li>• \$190.96 (City and RDCO) for sewer per quarter</li> <li>• \$357.88 flat and consumption rates for water per quarter</li> <li>• \$89.54 for garbage and recycling per quarter (see Fees and Charges Bylaw No. 0028)</li> </ul>



## What if I live in a strata?

For strata developments, consult with the strata and strata corporations' bylaws. The strata 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?

On July 13, 2021, Council approved the use of carriage houses as Short-Term Accommodations (Vacation Rentals, Airbnb, HomeAway, VRBO, etc.). Section 3.21 of the City's [Zoning Bylaw No. 0265](#) includes regulations that outline how Short-Term Accommodations in a carriage house may operate. Not all zoning districts that permit Carriage Houses also permit Short Term Accommodations. For more information on Short Term Accommodations, please visit the City's [Short Term Accommodations](#) page.

In addition to the regulations in Section 3.21, Bed & Breakfasts are only permitted within a principal single detached dwelling and are not permitted in a Carriage House.

## 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 four weeks, while the Development Permit approval process may take one to two months. In circumstances where both a Building Permit and a Development Permit are required, these applications may run concurrently to reduce processing time.