



Background

The City of West Kelowna Zoning Bylaw defines a dwelling as 1 or more rooms which constitute a self-contained unit used or intended to be used by 1 household for living and sleeping purposes and includes only 1 kitchen and at least 1 bathroom, providing interconnected, free flowing space. Where zoning regulations can be met, a single-family dwelling may contain 1 legally permitted secondary suite (second dwelling unit).

What is a Non-Permitted Suite?

A non-permitted (illegal) suite is a Secondary Suite that has not been approved under the City's building permit or registration process and does not meet the requirements outlined in the current zoning bylaw.

My suite is not legally permitted, what are my options?

Upon notification of a non-permitted suite, property owners must undertake one the following measures, regardless of who was responsible for the original construction of the suite.

1. Legalize the existing Secondary Suite – zoning and bylaw regulations can be met

- A building permit must be obtained to legalize an existing non-permitted suite.
- Please refer to the [Secondary Suite Construction Requirements Information Bulletin](#) for the building permit requirements.
- Additional upgrades to the single-family dwelling may be required and can be discussed with a building official prior to the issuance of the permit or onsite during an inspection.

2. Decommission the existing Secondary Suite – zoning and bylaw regulations cannot be met

- If the zoning and bylaw regulations cannot be met, or the property owner chooses not to legalize the existing suite, a building permit must be obtained to decommission the Secondary Suite.
- Once the building permit has been issued, the homeowner must ensure that an electrical or gas permit is obtained from Technical Safety British Columbia for the removal of either the gas or electric wiring/piping for the stove.
- Items to be removed are the exhaust fan and ductwork through the cabinet of the rangehood, the 220-volt circuit, in the case of an electrical range, and/or the gas connection in the case of a gas range. The electrical wiring must be removed from the wall to the electrical panel, including the breaker. For gas piping, the piping must be removed to the manifold and capped.
- A Certificate of Decommissioning must be provided at the time of final inspection, and it must be evident that the entire single-family dwelling is free-flowing and interconnected- to be determined at the discretion of the Building Official.