

CITY OF KELOWNA STRATIFICATION CONVERSION (STRATIFICATION OF EXISTING OCCUPIED BUILDINGS)

Multiple Housing applications (3 Dwelling Units or greater) require the approval of City Council. All other applications require approval of the Subdivision Approving Officer/Chief Building Official.

Applications for stratification are made at the office of the Building Inspections Department. Documents must be submitted as follows:

1. Application form showing the present zoning all full legal description (enclosed).
2. If acting as an agent, a letter of authorization from the owner is required.
3. Three copies of a Surveyors Certificate showing the location of the building(s) on the lots including distances between the building(s) and boundaries.
4. State of Title Certificate (may be obtained from the Land Title Office in Kamloops). Must be current within three (3) months of date of application.
5. Tenants must be given first right to purchase the strata units being converted. As well, all tenants must be provided with information from "A Guide for Landlords & Tenants". A Statutory Declaration from the owner in this regard is required in accordance with the attached copy of Council Policy 148.

Application fees: \$1000.00 fee, payable at the time of application
 (Over 5 units there is an additional \$100.00 per unit)

A copy of the Certificate of Electrical Inspection by the B.C. Safety Authority or a copy of the Electrical Contractor Authorization deeming that all work has been completed in accordance with the provisions of the Electrical Safety Regulations and the electrical system in the building is safe and functioning properly. *Electrical Contractor reports are to include verification in the form of a general comment that the scope of the inspection included an electrical survey for stratification of the building and that the overall electrical systems is operating in a safe and proper manner.*

Please note that a two family residential dwelling may require two separate water services to be eligible for stratification. A Water Service Certificate may be required.

A set of Strata Plans must be submitted for examination prior to endorsement of strata plans.