

How is an application made?

In order to apply for a secondary suite or a second dwelling, complete the application form and fulfill all requirements on the relevant submission checklist. Applications can be submitted with payment (cheque) to the One Window Service Centre at City Hall.

How much will it cost?

Applications can be submitted with payment to the One Window Service Centre at City Hall. Depending on the application(s) required for your proposal, the cost will vary. Fees range from \$578 to \$2000. To confirm prices, refer to the Development Applications Fee Bylaw No. 8034 online.

Is a sign required?

The City provides the required number of development application signs (at a cost) which must be posted on the subject property by the applicant 10 days prior to Council and/or APC considerations. It is the applicant's responsibility to remove the sign once the application is heard.

How long is the process?

As every project is unique, no definite timeline can be provided. Factors that influence the speed of application processing are: the type, size, and complexity of the project (if the project requires concurrent additional applications i.e. variances, rezoning, and/or OCP amendment application), the quality of the material submitted, and the number of applications in process.



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Resources:

Before submitting an application, familiarize yourself with the relevant regulations. References and websites to review include:

- ▶ kelowna.ca/landuse
- ▶ kelowna.ca/maps
- ▶ kelowna.ca/bylaws
 - Official Community Plan
 - Zoning Bylaw
 - Sign Bylaw
- ▶ kelowna.ca/council
 - Meetings
- ▶ kelowna.ca/apc
- ▶ Rezoning & OCP Applications guide
- ▶ Form & Character Development Permit guide

We're here to help you!

The Land Use Management Team is available to assist with pre-application questions.

To make an appointment with our Planner of the Day, please phone: **250 469-8626**



City Hall, Second Floor
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250 469-8626
kelowna.ca

Secondary Suite/Two Dwelling Housing Development

Guiding you through the process



What is a secondary suite?

A secondary suite is a self-contained dwelling unit located within a single detached house or in an accessory building (secondary to the principal residence). Secondary suites by definition have independent cooking, sleeping, and bathing facilities and direct access to the outside.

How to find out if your home can have a secondary suite?

In order to construct a secondary suite, a property must be zoned RU6 or have an “s” designation (See Internet Mapping system online to verify the zoning of your property or contact Land Use Management department at City Hall).

If the zoning allows for a secondary suite, is an application(s) required?

Yes, when constructing a secondary suite within a single family home, an application for a Building Permit will be required, however a Development Permit is not always needed.

An application for a Development Permit is required for the construction of a secondary suite in an accessory building (often referred to as a “carriage house”) or in an addition. Once a Development Permit is issued, then a Building Permit may be applied for.



If the zoning does not allow for a secondary suite, what steps are involved to rezone?

1. Refer to the future land use designation on the City’s on-line mapping system.
2. Research and evaluate requirements that would be required through a rezoning process.
3. Submit a rezoning application (see Rezoning & OCP applications guide). If the suite is in an accessory building, concurrently apply for a Development Permit (see Form and Character DP Guide).
4. Once the rezoning has been approved and/or the Development Permit is issued, apply for Building Permit.
5. A business license is required to rent the suite.

What is Two Dwelling Housing?

Two dwelling housing refers to a property that contains two principal dwelling units. In the RU6 zone, if the lot is of sufficient size (greater than 700m² for an interior lot and greater than 800m² for a corner lot) there are provisions to allow a second dwelling to be located on one property. Examples of this type of housing include a duplex, semi detached or two single detached houses. All zoning regulations pertain to each unit.

What is the difference between a second principal dwelling versus a secondary suite?

The difference is the regulated floor area, siting, required development regulations and DCC’s of the dwelling.

For a secondary suite, the floor area of the suite and the height of the accessory building are limited. In comparison, it is the site coverage and the building height that are often the limiting regulations for a second principal dwelling.

How is a dwelling unit added to a property zoned RU6?

A Development Permit application will be required in order to construct a second principal dwelling or secondary suite on a property (see Form and Character DP Guide). Once a Development Permit has been issued, an application for a Building Permit can be made.



Are there any requirements to consider when making application?

It is strongly encouraged that consultation with neighbours and resident associations (if applicable) is conducted prior to submitting an application.

Development Cost Charges (DCC’s) will apply and be payable at time of Building Permit submission.

Other possible servicing requirements may include water and sewer service upgrades, septic system approval by Interior Health (if on septic system), road frontage improvements and shallow utility upgrades.

The home protection office may require that the home warranty insurance be provided for suites within accessory buildings. For clarification, the Building & Permitting Branch can be contacted at 250 469-8960.

