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This bulletin is for informational purposes only. Please be sure to consult the relevant City of Kelowna bylaw.

1. The property shall be zoned RU6 or have an "S" designation added to those "R" (Residential), "A" (Agricultural), and "RR" (Rural Residential) zones approved by City Council.
2. Not more than one secondary suite shall be permitted in a single family residence (strata titling shall not be permitted).
3. Three off-street parking stalls shall be provided on site. No off-street parking shall be located in the required front yard except that a maximum of two required spaces may be located on a driveway which provides access to a required off-street parking space that is not in the front yard.
4. The suite shall not exceed 90 m², or 40% of the total floor area of the principal dwelling unit whichever is lesser, excluding area of the garage or carport.
5. Notwithstanding clause 4, suites located in an accessory building shall not exceed 90 m² or 75% of the principal dwelling unit whichever is lesser, excluding area of the garage or carport.
6. Each suite shall have a smoke alarm conforming to CAN/ULC-S531 *Standard For Smoke Alarms* to alert the tenant of the suite of any emergency within their own suite. It shall be installed within 5 m of bedroom doors on or near the ceiling. The alarm shall be wired with a permanent connection to an electric circuit.
7. A 3/4 hour fire separation is required between suites, and between suites and common corridors, stairs, other rooms. This rating may be reduced to 30 minutes if an **additional** smoke alarm of photo-electric type conforming to CAN/ULC-S531 is installed in each suite and interconnected (if one of the alarms sounds, the one in the other suite will sound). The fire separation is waived if the building is sprinkled. This 30 minute rating can be achieved with 12.7 mm (1/2") gypsum board on framing 400 mm o.c. for wall assemblies and 12.7 mm (1/2") Type X for floor assemblies (existing construction will be evaluated on site). All doors in the separation shall be 20 minute rated.
8. Carbon monoxide alarms are to be installed if the building contains a fuel-burning appliance or a storage garage. A carbon monoxide alarm is to be installed either inside each bedroom, or if outside, within 5m, measured following corridors and doorways, of each bedroom door.
9. The minimum ceiling height shall be 2 m (6.5') for the required area of a given room type (ie: the required size of living room is 10.0 m² {107.6 sq.ft.}).

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10. Bedrooms must have openable windows. Size to be minimum 380 mm, (15"), in height and width and .35 m² (3.75 sq.ft.) area. The bottom of the window shall be a maximum of 1.5 m (5' 0") above the floor (a permanent step is permitted when upgrading an existing suite)
11. Combustible drain, waste, and vent piping is permitted to be located within or penetrate a fire separation provided the pipe is located in a wall or floor protected with 12.7 mm gypsum, the trap and trap arm, may be exposed. Pipe penetrating a gypsum board membrane shall be tight fitting or caulked with an approved caulking material (gypsum mud is not acceptable). Combustible pipe shall not penetrate the gypsum membrane on the underside of a floor system. Combustible built-in vacuum system pipe shall be permitted if protected in the same manner and the outlets are protected with a non-combustible cover.
12. The heating systems must be separate or duct type smoke detectors shall be installed in a heating or ventilating system that serves more than one suite. The installation shall be designed to shut down the circulation fan in order to minimize the circulation of smoke between suites.
13. If the furnace room for one suite is located within the other suite, it shall be separated with a fire rating equivalent to that required between the suites. The ceiling shall be drywalled or the joist space above the walls fire stopped or stuffed tightly with insulation.
14. Each suite shall have a separate mechanical ventilation system.
15. A \$2,500 Development Cost Charge is applicable according to City of Kelowna bylaw if the construction value of developing a secondary suite within the principal residence or within an accessory building is more than \$50,000. This will be confirmed, verified and collected at the building permit stage. If suite is exempt from the Development Cost Charge it will be necessary to pay a \$300 sewer development fee.
16. The operators of a secondary suite shall be required to hold and renew on an annual basis a valid business licence with the City of Kelowna for the time that the secondary suite is in existence.

Note: All of the applicable requirements outlined above must be complied with or an Alternate Solution can be proposed to the building inspector demonstrating an equivalent or greater level of life safety as required by the British Columbia Building Code.