

Bulletin: Decommissioning

Of a Dwelling



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Purpose

This bulletin is to inform staff, developers, builders, subcontractors, designers and home owners of the requirements when decommissioning a dwelling.

Decommissioning Requirements

In all cases you will require

- City of Kelowna Building Permit
- City of Kelowna Heating and Plumbing Permit(s) (if applicable)
- Technical Safety BC electrical permit (if applicable)

When decommissioning

- And the **suite is contrary to land use** (in a duplex or fourplex) you will also need to file a 219 restrictive covenant on the property by the registered owner's legal counsel stipulating the building and/or portion thereof will be used as one (1) household as defined by the City of Kelowna Zoning Bylaw No. 800
- at the direction of City of Kelowna bylaw, you must also adhere to the Bylaw Department timelines and reporting requirements.

Inspections will be completed by City of Kelowna Inspectors to complete all permits. Access to space is required.

Conclusion

Failure to decommission may result in a notice against the property title with further legal action being sought.

If any additional information is required please contact the Building & Permitting Branch at 250-469-8960.

Permits can be applied for in person at City Hall, 1435 Water St, Second Floor.

At a minimum, decommissioning of a dwelling will consist of removal of the following

- the kitchen exhaust fan and applicable exhaust venting and wiring 220-volt wiring from the stove outlet to the electrical panel (BC Safety Authority confirmation of removal will be required), and/or natural gas rough-in (a licensed contractor may be necessary)
- kitchen sink including waterlines and drain piping
- all upper and lower kitchen cabinets
- All rooms and spaces located in the dwelling footprint must be interconnected and free flowing

Building and Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
TEL 250-469-8960
FAX 250-862-3314
developmentsservicesinfo@kelowna.ca