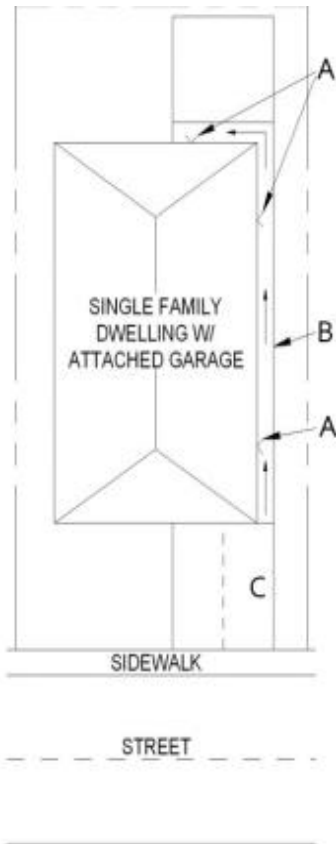


Bulletin: Secondary Suite

Bulletin # 26-01
Updated: April 14, 2026

Requirements



A. Lights for Pathway
B. Pathway to Suite
C. Designated Suite Parking

1. A *Secondary Suite* means a self-contained unit that has been issued an Occupancy Permit, located within a dwelling and has a maximum total floor area of 90m² (968 ft²).
2. A building permit is required for the creation of a secondary suite. A \$300 sewer development fee may apply (where the primary dwelling is connected to City Sewer) and will be collected with building permit fees.
3. It is the owner's responsibility to contact their local water district and Fortis BC prior to construction to determine if any additional utility costs may be applicable.
4. A Secondary suite off street parking is required and shall conform to Zoning Bylaw No.12375. A lit pathway with hard surfaced material is required the on-site secondary suite parking stall to the suite entrance with a minimum width of 860mm (34.4")
5. A Secondary suite must be located on a lot serviced with community water.
6. The suite address is to be prominently displayed at the front of the premises clearly identifying where access to the suite occurs.
7. Smoke alarms and Carbon monoxide (CO) alarms are required to be hard wired for power and must be interconnected for all dwelling and common spaces. Carbon monoxide (CO) alarms are required in a building containing fuel-burning appliance or an attached garage.
8. Suite heating must be locally controlled. Suite cooling, a minimum of one room in suite is required to have a permanent means of cooling to maintain an indoor temperature of not more than 26°C. Passive cooling due to design temperature is not permitted.
 - Acceptable cooling methods:
 - Heat-pump / Ductless split / Air conditioner
 - Hard ducted permanently fixed air conditioners
 - PTAC units
9. Current BC Building Code applies to ceiling height, egress, ventilation and fire separations.

Building and Permitting
1435 Water Street
Kelowna, BC V1Y 1J4
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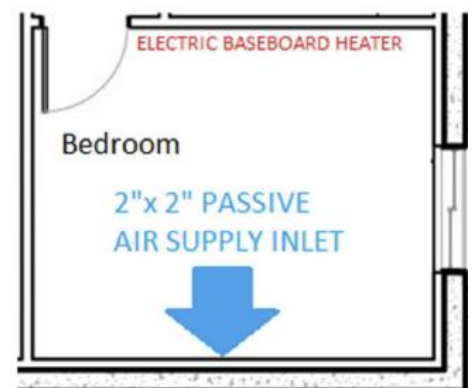
Heating, cooling and ventilation systems

Secondary suites are required to have heating, cooling and ventilation systems that are controlled in the suite. The options noted below are not intended to limit other building code compliant designs, but are for illustration only:

Option 1: Non-Forced Air Heating Systems

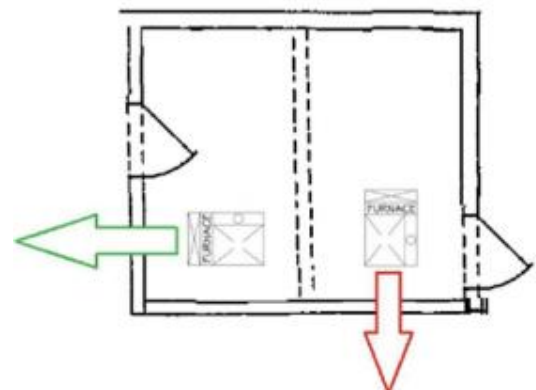
- Note on the drawing the means of heating “Electric baseboard, Heat pump etc.”
- Specify if a dedicated Heat Recovery Ventilator (HRV) or Central Recirculating Ventilator (CRV) is used for the suite.
- If an exhaust fan, and passive inlets are the selected method for ventilation, show the fan location (often a bathroom fan), and:
 - Show passive air supply inlets in each bedroom.
 - Show passive air supply inlet in common/living areas.
- Additional CO or Smoke/CO combination alarms will be required in the secondary suite and primary dwelling if the existing furnace ducts are capped off.

Note: Ducts serving the primary dwelling unit cannot open into the suite. Ducts can only have openings into one fire compartment; if they go into another dwelling, they must be capped off.



Option 2: Separate furnaces with separate ductwork

- Identify location for each furnace.
- Draw ductwork going from furnace to primary dwelling.
- Show that all ducts serving individual fire compartments do not open into the other fire compartments.
- Duct work must be noncombustible if it passes through a separate fire compartment.



Option 3: Using one furnace for both the secondary suite and primary dwelling unit

- Identify where the ducts are going.
- Identify the required fire separation around and over the furnace room.
- Identify where ducts penetrate fire separations.
- Draw location of the fire damper(s).
- As each unit must be capable of controlling heat supply to their respective unit, separate thermostats will be required, and zone control dampers installed in the heating system.
- Show in-duct smoke detector locations.
- Explicitly indicate on the drawing that all duct work is non-combustible, including the return air ducts.

Note: Zone control dampers are required. Fire dampers are not zone control dampers Central Vacuum's cannot be shared between units.

Construction Recommended Suite Separation Assemblies

Fire Resistance Rating	Type of Smoke Alarm & Interconnections	Demising Wall & Ceiling Assemblies STC 43 or Prescriptive
30 min	An additional photoelectric smoke alarm required in each unit & be interconnected	<p><u>Floors/Ceilings & Walls (9.10.3.1 & 9.11.1.1):</u></p> <ul style="list-style-type: none"> · Joists/Studs filled with sound absorbing material · Resilient metal channel spaced at 400 or 600mm o.c. on one side of the separation. · 12.7mm (½”) gypsum board on ceiling and both sides of walls
45 min	NO additional smoke alarm required and NOT required to be interconnected to the main dwelling unit; but must be interconnected within the suites	<p><u>Floors/Ceilings (9.10.3.1-B - Assembly F9h)</u></p> <ul style="list-style-type: none"> · Absorptive material in joist cavity · Resilient metal channel spaced at 600mm o.c. · 2-Layer 12.7mm (½”) Type-X gypsum board <p><u>Walls (9.10.3.1-A - Assembly W3c):</u></p> <ul style="list-style-type: none"> · 89mm thick absorptive material in stud cavity (fiber processed from rock, glass or cellulose fiber) · Resilient metal channels on one side spaced 400mm or 600mm o.c. · 1-Layer 12.7mm (½”) Type-X gypsum board on both sides

This information is provided for your convenience only and it should be clearly understood that you must satisfy all applicable Zoning Regulations and ensure that the premises conform to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.