

# Bulletin: Accessory Building Guidelines

## Residential Lots



Bulletin # 20-07

Updated: August 1, 2022

Created: June 12, 2020

*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 conforms to the B.C. Building Code and all Bylaws/Regulations of the City of Kelowna.*

### Application

An Accessory Building Permit is required for each structure on a property not attached to a dwelling - including garages, workshops, and sheds - with a footprint > 10 m<sup>2</sup>.

This bulletin does not apply to Carriage Houses (see *Carriage House Bulletin* and *Application Package*), or structures attached to a dwelling (See *Additions and Renovations Bulletin* and *Application Package*).

### General Information

Other permits that may be required include plumbing, gas, heating, development permit, tree cutting, soil removal/deposit permit, and electrical (provincial). Please contact City of Kelowna Planning department to discuss if you are unsure this build is permitted in your area.

Accessory building < 10m<sup>2</sup> in building area do not require a building permit but must comply with the setbacks and height requirements for accessory structures as outlined by the City of Kelowna Zoning Bylaw 12375 (See Buildings under 10m<sup>2</sup>, Hot Tubs, and Pergolas 12-01 – Bulletin).

### Process

A complete building permit application (See *Accessory Building Permit* checklist) can be submitted online at [www.kelowna.ca](http://www.kelowna.ca) /Homes and Buildings/Apply for a Permit/Accessory Buildings, or the package downloaded from there and submitted in person at City Hall, 1435 Water St., 2<sup>nd</sup> Floor.

The application will be accepted and reviewed by Planning and Plan Checking and if all requirements are met, the applicant is contacted with information on how to pick up and pay for the permit.

### Zoning

Property Zoning will determine usage, setbacks, maximum height and maximum site coverage allowed. If the property has access to a lane, entry to garages shall be from the lane.

It is the responsibility of the Homeowner to ensure that the work being carried out does not contravene the requirements of restrictive covenants, right of ways, easements, no-build zones, etc.

*Construction shall not start until the permit is issued, picked up, and paid for in full.  
It is the responsibility of the applicant to call for all required inspection.*

*Before you dig call BC One Call 1-800-474-6886*

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