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

PURPOSE

This bulletin is to inform staff, developers, builders, subcontractors, designers and home owners of the requirements when decommissioning a dwelling unit or utilizing the delayed demolition process.

DELAYED DEMOLITION REQUIREMENTS

Where an owner wishes to continue to use an existing dwelling as a residence while constructing another dwelling on the same parcel as a replacement, the owner shall pay a security deposit to the City the sum of \$20,000.00 for each building or structure to be demolished. The deposit shall be provided in the form of cash, cheque or irrevocable letter of credit.

Prior to issuance of the building permit for the new dwelling, the owner shall enter into an agreement with the City undertaking upon completion of the new dwelling to:

- (a) remove the existing dwelling completely prior to occupancy of the new home
- (b) convert the existing dwelling into a non-residential use to the satisfaction of the Building Inspector. This option may only be considered if the subject structure fully complies with Zoning Bylaw 8000 for the proposed change of use.

Upon satisfactory compliance with option A or B the City of Kelowna will release the security deposit retained.

ADDITIONAL REQUIREMENTS FOR DECOMMISSIONING OF A 2ND HOUSE.

OBTAIN A BUILDING PERMIT FOR THE DECOMMISSIONING

A 219 restrictive covenant will be placed on the property by the registered owner's legal counsel stipulating the structure will not be used for any purpose other than storage or an allowable converted use.

Structure must adhere to current Zoning Bylaw for height, site coverage, setbacks, etc.

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

- ▶ *all bathrooms including tubs, showers, sinks, toilets, waterlines and associated drain lines
- ▶ the kitchen exhaust fan and applicable exhaust venting and wiring
- ▶ 220-volt wiring from the stove outlet to the electrical panel (an electrician may be necessary), and/or natural gas rough-in (a licensed contractor may be necessary)
- ▶ washroom exhaust fans and wiring
- ▶ all upper kitchen cabinets and washroom vanities
- ▶ all non load bearing walls necessary to leave the space in an open free flowing condition

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*Zoning Bylaw 8000 allows one 2 piece washroom in an accessory structure no larger than 3m² (32sqft)

DECOMMISSIONING OF A DWELLING CONTRARY TO LAND USE (SUITE IN A SIDE BY SIDE DUPLEX)

OBTAIN A BUILDING PERMIT FOR THE DECOMMISSIONING

A 219 restrictive covenant will be placed 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. 8000

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 (an electrician may be necessary), 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

CONCLUSION

Consideration for any special design circumstances may be reviewed by the Director of Development Services.

Failure to demolish or 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.