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

PURPOSE

To inform applicants, designers, consultants and staff about the requirements for converting a Duplex into a Multi-unit Residential Building.

BACKGROUND

The BC Building Code and the Zoning Bylaw do not permit a Duplex to have a suite.

Based on past applications for converting an existing Duplex (with or without illegal suites) to a Multi-unit Building (more than two units), there is a typical misunderstanding as to the extent of requirements and the level of expertise required to facilitate the design.

This includes the following requirements:

- Rezoning, OCP Amendment, Development Permit (DP), and Development Variance Permit may be required. Please contact Urban Planning at 250-469-8626 for application details.
- Development Engineering will provide comment at the time of DP regarding off-site requirements (frontage upgrades, single water service, etc).
- The Building Permit and Mechanical Permits must meet current BC Building Code (& BC Plumbing Code) requirements as this is a Change of Use to a new building classification.
- A qualified designer (prior experience is necessary) or a Registered Professional is required to coordinate the design.
- Any Building Code requirements that are not able to be met prescriptively may be addressed with an Alternative Solution (requires review and approval to ensure fire and life safety levels meet or exceed requirements). See the Alternate Solution(s) Submission Requirements Bulletin.
- Development Cost Charges and School Site Acquisition Charges may apply (more than three self-contained dwelling units on the property). See the School Site Acquisition Charge Bulletin.

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IMPLEMENTATION

The below list is a guideline only and a full plan check will be done upon receipt of a complete Building Permit application;

1. All work completed without permit must be included at the time of permit application (ie. construction value, drawings and mechanical permits).
2. Provide two full size sets of detailed plans to scale (site, floor plans, sections, elevations, details, etc);
3. Full Building Code Analysis (not limited to);
 - a. Floor plans identifying the existing and proposed fire separations (corridor walls, party walls, floors, roof, door ratings, etc)
 - b. Listed assemblies (floor, walls, roof, etc).
 - c. Minimum sound rating of 50 STC.
 - d. Adequate exiting and exit protection.
 - e. Interconnected smoke detectors and carbon monoxide alarms to be installed.
4. Mechanical to be designed for individual units;
 - a. Existing furnaces and duct systems can only serve a single unit and will require stack temperature and temperature rise to be tested and confirmed to be in compliance with the manufacturer's specifications.
 - b. Kitchen range hood and bath exhaust fans must exhaust to the exterior.
 - c. Ventilation is required to comply to 9.32 of the BC Building Code.
 - d. New or changed areas or area constructed without permit require room by room heat loss and ventilation checklist.