



# City of Powell River

## SECONDARY SUITE DECLARATION

**Bylaw Excerpt only, see Consolidated Zoning Bylaw 2100, 2006 for complete information.**

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The purpose of this Declaration is to confirm the occupancy of the subject parcel in accordance with City Bylaws, fees payable, and for City records.

**DWELLING, SINGLE FAMILY or "SFD"** means a building, consisting of one *dwelling* unit, used or intended to be used as the permanent home or residence of one *family*;

**DWELLING UNIT** means a *building* or part of a *building* designed for or occupied exclusively by one *family* as residential living quarters with full cooking and bathroom facilities.

**SECONDARY SUITE** means one or more habitable rooms and a *cooking facility* for the residential accommodation of one *family*, constituting a self-contained unit with a separate entrance but which is clearly subordinate to the principal *dwelling* and may not be strata subdivided.

### **Section 5.6 Secondary Suites**

A maximum of one *secondary suite* is permitted within a *single family dwelling* in the R1, R2, RA1, R3, A1 and A2 zones only, and is subject to the following requirements:

- (a) must be wholly within the primary *dwelling* with a separate and distinct entrance but not manifest as a second *dwelling unit* on the *dwelling* exterior;
- (b) must meet the *BC Building Code* and all applicable local and Provincial codes and regulations;
- (c) must pay double water and garbage;
- (d) must be located in and not exceed 40% of the habitable floor area of the principal *dwelling unit*, to a maximum of 90 square metres (968 sqft);
- (e) must provide parking upon the *lot* in conformance with Part 6 of this Bylaw; and
- (f) must be registered with the *City* and inspected by the Building Inspector prior to occupation.

*Please note: Secondary Suites may be subject to additional utility charges as per applicable bylaws.*

**The following is to be completed by the landowner and witnessed (please print):**

Owner's Name: \_\_\_\_\_

Address of property: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Does the dwelling contain a *secondary suite*? YES  NO

Location of suite (if applicable): LOWER  MAIN  UPPER

Date of discontinuing rental (if applicable): \_\_\_\_\_

Will the suite be occupied by family members? YES  NO

If yes, list the names of persons to occupy the suite:

\_\_\_\_\_  
\_\_\_\_\_

Inspection Date: \_\_\_\_\_ Approved? YES  NO

I, the undersigned, confirm that the above-described property will be (check one only):

(a) no longer billed for two dwelling units

(b) billed for two dwelling units

for utility and garbage collection purposes from this date forward. I acknowledge that any change in status of occupancy requires resubmission of this form to the City in order that utility charges are properly applied. I understand and accept my responsibility to disclose to any and all prospective purchasers of this property, the status of the *secondary suite* and the City requirement to declare the status of the *secondary suite*.

**SIGNED on this \_\_\_\_\_ day \_\_\_\_\_ 20\_\_**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Applicant (*please print*)

\_\_\_\_\_  
Name of Witness (*please print*)

\_\_\_\_\_  
Address of Applicant

\_\_\_\_\_  
Address of Witness

For Office Use Only

\_\_\_\_\_  
Date Application Received

\_\_\_\_\_  
Signature of Official