



<hr/>				
Application Number				
New Suite Address				
<hr/>				
<hr/>				
Suite Registration Number				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OFFICE USE ONLY				

SUITE APPLICATION PACKAGE

The Contents of this application must be completed in full.

Only complete applications will be accepted



Suite Application Form

Please Print
Only Complete Applications will be reviewed

Application Number

The District of Peachland
5806 Beach Avenue
Peachland, B.C. V0H 1X7
Telephone: (250) 767-2647
Fax: (250) 767-3433
www.peachland.ca

What type of suite are you applying for?

Secondary Suite

One (1) or more habitable rooms **within a single detached dwelling** used as a separate dwelling, with self-contained sleeping, living, cooking, and sanitary facilities, and direct access to the exterior, without passing through any part of the principal dwelling unit.



A Secondary Suite may only occupy 40% of the floor space of a Single Family Dwelling to a maximum of 90m². (whichever is less)

I am applying for a Secondary Suite

Garden Suite



HOUSE & GARDEN SUITE

A secondary dwelling contained **within an accessory building** other than a mobile home, located in the rear or side yard of a lot containing a principal dwelling and

having a gross floor area not exceeding 90m² or 10% of the lot area (whichever is less).

Note: Due to Okanagan Basin Water Board regulations, Garden suites are not permitted on septic on lots less than 2.5 acres.

I am applying for a Garden Suite

Are you applying to register an existing suite or construct a new suite?

Register an Existing Suite

Definition of Existing Suite:

One that has a Kitchen, and the owner can produce an electrical permit that was issued before **January 1st, 2017**.

Registering an existing suite:

\$100 fee to cover: application, inspection and registration.

A \$56 Annual Suite Fee to maintain a registry will be invoiced the first January following completion of the suite.

The suite will be charged 40% of base rate for water and sewer on the quarterly utility invoices of the owner.

I am registering an existing suite

Construct and Register a Suite

In order to construct or commission a suite that requires making significant alterations to create a suite out of a basement or portion of a house, you will need a building permit.

Complete a **building permit application and submit with this application.**

A \$56 Annual Suite Fee to maintain a registry will be invoiced the first January following completion of the suite.

The suite will be charged 40% of base rate for water and sewer on the quarterly utility invoices of the owner.

I am registering a new suite



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Owner Information

Owner's Name _____

Address of Proposed Suite _____

Mailing Address (if different): _____

City _____ Postal Code _____

Home Phone _____ Cell Phone _____

Email _____

Application Details

Is the suite existing? Y N

Zoning _____ Lot Size (Acres) _____

Suite Size (metres squared) _____

Floor Area of Principal Dwelling Unit _____

of Additional Parking Spaces _____

Suite access is located on separate exterior wall from the primary dwelling access? Y N

Is the property accessed via shared access/ registered easement? Y N

Services

Community Sewer Y N

If on Septic System - Has a Registered Onsite Wastewater Practitioner (ROWP) approved the existing septic system for the addition of a suite? Y N

Community Water Y N

Note: If you will be doing any type of construction to the premises to which you are applying for a secondary suite, you may need to apply for a **Building Permit**.

I/we the undersigned make application for a secondary suite in accordance with the information given and declare the statements are true and correct. I/we undertake, if granted the license applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the District of Peachland.

Owner Signature

day / month / year
Date

Application Checklist

- A Complete Application Form
- A Site Plan of the Property
- Detailed Floor Plan and Elevation Drawings- Of SFD or Accessory Structure - To Scale
- State of Title Certificate no more than 90 days old.
- Parking Plan showing required parking for primary dwelling and suite.
- Provide document from a registered septic professional that septic field can handle increased load.

Personal information collected on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the District of Peachland's bylaws. Questions about this may be directed to the Director of Corporate Services, District of Peachland, 5806 Beach Avenue, Peachland, BC V0H 1X7 (250) 767-2647



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Secondary Suite

Garden Suite

Initial where applicable

Planning

ZONE → Lot meets zoning for a secondary suite. →

Suite Setbacks	Required Front	Required Side	Required Rear	Lot Size	Hectares	Parking	Primary	Suite
	Actual Front	Actual Side	Actual Rear		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

M²

Coverage %	Permitted	All Structures	Suite	Sewer	Community Sewer	Septic
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Lot requires approval from a septic professional. Y N

Attach Septic Approval

Is there a Business Licensed on this lot?	Type	Number	Is the Business a Bed and Breakfast?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Y <input type="checkbox"/> N

Are there any Easements or SRWs on the property that will be affected? Y N

Attach Documents

Folio File Check and Attached

day / month / year

Name
Signature
Date



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Operations

Water Meter

In Dwelling	Pit

The existing water meter will service the suite. _____ →

A pit meter is required to be installed _____ →

Sewer Connection

Community Sewer	Septic

The existing sewer connection will service the suite. _____ →

A second sewer connection is required _____ →

Access

Existing Access	New Access

The existing access from _____

will serve as access for the suite. _____ →

A second access is required (requested) _____ →

Attach Access Permit _____ →

Are there any Easements or SRWs on the property that will be affected?

 Y N

Attach Documents _____ →

day / month / year

Name

Signature

Date



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Building Inspector

Proposed suite meets all building code regulations. _____

Height

M

Primary Dwelling Height	Suite Height

Garden suite does not exceed height of primary dwelling. _____

Setbacks

M²

Front	Side	Rear

All required lot line setbacks are met. _____

Development Variance Permit Required (Requested) _____

Attach DVP

Electrical Permit Received for Existing Suite. _____

Attach Electrical Permit

Attach Final Inspection

Attach Occupancy Permit

Water Meter Check

day / month / year

Name

Signature

Date



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Finance

Folio Number of Property 318. _____

Add 40% base water rate applied _____

Add 40% base sewer rate applied (If Applicable) _____

_____ day / month / year

_____ Name

_____ Signature

_____ Date Completed

Suite Registration

Approvals

Operations _____

Planning _____

Building Inspection _____

Finance _____

Suite Registration Number

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Building Permit Number
If applicable

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New Suite Address

