



Secondary Suites Information Bulletin

1. Secondary Suites are permitted in the following zones: A-1 Agricultural (ALR); A-2 Rural (Non ALR); RR-1 Rural Residential; RR-2 Country Residential; R-1 Single Detached Residential; RC-1 Compact Lot Residential.
2. Not more than one Secondary Suite shall be permitted in a single family residence (strata titling of the Suite shall not be permitted).
3. The District encourages legalization of existing suites. Until December 31, 2019, the charge will only be \$100 and that covers the application, Building Permit, and registration.
4. A regular Building Permit is required for the creation of a new Secondary Suite in an existing home. The cost of the permit varies based on the construction value and the number of plumbing fixtures.
5. The District of Peachland will assign a new address to the Suite upon issuance of a Building Permit.
6. District of Peachland Development Cost Charges are not applicable to Secondary Suites; however the Regional District of Central Okanagan will charge the Westbank Sewage DCC (2019 amount: \$2,125) if the construction value exceeds \$50,000.
7. Secondary Suites are required to pay additional water rates of 40% that base fee for a single detached residential. In 2019, the extra charge will be \$22.20 per quarter.
8. Secondary Suites are required to pay additional sewer rates of 40% that base fee for a single detached residential. In 2019, the extra charge will be \$33.48 per quarter.
9. Once the Secondary Suite is registered, the owner is required to pay a Suite Licence Fee every year. For 2019, the Suite Licence Fee is \$56 per year.
10. A Development Permit may be required depending on where the Suite is located, and if applicable, the owner must apply for a development permit from the District of Peachland. For example, the following types of development permit areas may apply in specific situations: Foreshore, Steep Slopes, Environmentally Sensitive Areas, and Wildfire Interface. In general, development permits are not required for internal alterations to a building, however if the Suite requires external alterations, extension to the building footprint, or land alteration to provide required parking, the owner should check with the planning department to see if a Development Permit is required.
11. Any structural alterations or additions undertaken to provide a Secondary Suite shall be done in a manner which is sensitive to the residential character of the area in which it is situated.
12. It is the owner's responsibility to contact BC Hydro prior to construction of a Secondary Suite to determine if any additional utility costs may be applicable.
13. The owner, or the owner's electrician, is responsible for obtaining the necessary permits from the BC Safety Authority (not the Building Inspector) for any electrical work and for arranging for inspection and approval of electrical work.
14. The owner, or the owner's gas fitter, is responsible for obtaining the necessary permits from the BC Safety Authority (not the Building Inspector) for any natural gas work and for arranging for inspection and approval of natural gas line work.

15. It is the owner's responsibility to contact Canada Post regarding a mail box for the Suite.
16. It is the owner's responsibility to arrange for telephone, cable, and internet services for the Suite (or the owner can pass that responsibility on to the tenant of the Suite).
17. The District of Peachland will arrange for garbage collection at the Secondary Suite. The owner shall notify the District of their option to either 1) have the Secondary Suite share the existing garbage, recycling, and yard waste receptacles for the primary dwelling; or 2) have an additional set of garbage, recycling and yard waste receptacles provided for the Secondary Suite. Standard fees for receptacles and collection will apply.
18. The owners of a Secondary Suite are required to hold and renew on an annual basis a valid Suite Licence with the District of Peachland during the time that the Secondary Suite is in existence.
19. A Secondary Suite is not permitted in a principal dwelling where a bed and breakfast is operated.
20. In addition to the off-street parking spaces required for the principal dwelling unit, one off-street parking space is required for the Secondary Suite. Where possible the additional parking space should abut and use an existing driveway for access to the street. At least one parking space for the principal dwelling and one parking space for the Secondary Suite shall be located so as to provide direct access to the street without obstruction by a vehicle parked in another parking space. Tandem parking is permitted for the second space required for the principal dwelling. Where two stalls are located in a garage a third stall is required.
21. The Suite shall not exceed 90m², or 40% of the habitable floor space of the principal dwelling unit whichever is less.
22. All Secondary Suites shall be connected to the Municipal water and sanitary sewer system. As an exception, a Secondary Suite may be connected to an on-site septic disposal system under some conditions:
 - a. the lot is 1.0ha (2.47ac) or greater in size and the on-site septic disposal system has been installed in accordance with regulations; or
 - b. the lot is less than 1.0ha (2.47ac) in size and both the principal dwelling and the Secondary Suite are connected to the same on-site septic disposal system, and the owner provides written confirmation from a Registered Onsite Wastewater Practitioner that system has disposal capacity for both dwellings.
23. Each Suite shall have interconnected smoke alarms conforming to CAN/ULC-S531 Standard for Smoke Alarms to alert the tenant of the Suite of any emergency within their own Suite. Smoke alarms shall be installed in each sleeping room, and in a location between the sleeping rooms and the remainder of the storey, and if the sleeping rooms are served by a hallway, the smoke alarm shall be also located in the hallway. The alarm shall be hardwired to an electric circuit.
24. A 45 minute fire separation is required between Suites, and between Suites and common corridors, stairs, other rooms. This rating may be reduced to 30 minutes if an additional smoke alarm of photo-electric type conforming to CAN/ULC-S531 is installed in each Suite and interconnected (if one of the alarms sounds, the one(s) in the other dwelling unit will sound). This 30 minute rating can be achieved with 12.7 mm (1/2") gypsum board on framing 400 mm o.c. for wall assemblies and 12.7 mm (1/2") Type X for floor assemblies (existing construction will be evaluated on site). The Building Inspector will

evaluate existing fire separations on site. All doors in the separation shall be 20 minute rated. The requirement for a rated fire separation is waived if the building is sprinkled.

25. Carbon monoxide alarms are to be installed if the building contains a fuel-burning appliance or an attached garage. A carbon monoxide alarm is to be installed either inside each bedroom, or if outside, within 5m, measured following corridors and doorways, of each bedroom door. Where carbon monoxide alarms are installed in a house with a Secondary Suite including their common spaces, the carbon monoxide alarms shall be wired so that the activation of any one carbon monoxide alarm causes all carbon monoxide alarms with the house, including those in the Secondary Suite and any common spaces to sound.
26. The minimum ceiling height shall be 2 m (6'7") for the required area of a given room type (ie: the required size of living room is 10.0 m² {107.6 sq. ft.}).
27. Every bedroom shall have at least one outside window openable from the inside without the use of keys, tools or special knowledge and without removal of sashes or hardware. The window shall provide an unobstructed opening of not less than 0.35m² (3.75 sq. ft.) in area with no dimension less than 380mm (15") and maintain the required opening during an emergency without the need for additional support. Dimensions of windows and egress are to be confirmed on site by the Building Inspector.
28. Combustible drain, waste, and vent piping is permitted to be located within or penetrate a fire separation provided the pipe is located in a wall or floor protected with 12.7 mm gypsum, the trap and trap arm, may be exposed. Pipe penetrating a gypsum board membrane shall be tight fitting or caulked with an approved caulking material (gypsum mud is not acceptable). Combustible pipe shall not penetrate the gypsum membrane on the underside of a floor system. Combustible built-in vacuum system pipe shall be permitted if protected in the same manner and the outlets are protected with a cover.
29. The heating systems must be separate or duct-type smoke detectors shall be installed in a heating or ventilating system that serves more than one dwelling unit (primary dwelling and secondary suite). The installation shall be designed to shut down the circulation fan upon a signal from the duct-type smoke detector in order to minimize the circulation of smoke between dwelling units.
30. If the furnace room for one dwelling unit is located within the other dwelling unit, it shall be separated with a fire rating equivalent to that required between the dwelling units. The ceiling shall be dry walled or the joist space above the walls fire stopped or stuffed tightly with semi-rigid fibre insulation board produced from rock or slag (mineral wool insulation).
31. If a separate forced air heat source is provided for each dwelling unit, each unit shall have a separate mechanical ventilation system.
32. Prior to the issuance of a Building Permit for the addition or creation of a Secondary Suite to any property with direct access to Highway 97 the approval of the Ministry of Transportation will be required. Ministry requirements for access safety and on-site parking will apply. In those cases, where Ministry requirements cannot be satisfied, the proposed Secondary Suite may not be supported. Any questions should be directed to Ministry of Transportation Development Approvals at (250) 712-3660.

This information guide is not a legal document. Any contradiction, dispute or difference between the contents of this guide and applicable District of Peachland bylaws and policies will be resolved by reference to the bylaw or other official document.