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

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 faculties, 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
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
# Suite Application Form

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

## Owner Information

<table>
<thead>
<tr>
<th>Owner’s Name</th>
<th>Address of Proposed Suite</th>
<th>Mailing Address (if different):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City</th>
<th>Postal Code</th>
<th>Home Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

## Application Details

<table>
<thead>
<tr>
<th>Is the suite existing?</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lot Size (Acres)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suite Size (metres squared)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Area of Principal Dwelling Unit</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Additional Parking Spaces</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Suite access is located on separate exterior wall from the primary dwelling access?</td>
<td>Y</td>
<td>N</td>
</tr>
<tr>
<td>Is the property accessed via shared access/registered easement?</td>
<td>Y</td>
<td>N</td>
</tr>
</tbody>
</table>

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.

[Signature]

Owner Signature

### 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.

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.

### Services

<table>
<thead>
<tr>
<th>Community Sewer</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Water</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>If on Septic System - Has a Registered Onsite Wastewater Practitioner (ROWP) approved the existing septic system for the addition of a suite?</th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

### Application Number

<table>
<thead>
<tr>
<th>Application Number</th>
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</tbody>
</table>

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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APPLICATION NUMBER

OFFICE USE ONLY

Secondary Suite ☐ Garden Suite ☐ Initial where applicable

<table>
<thead>
<tr>
<th>ZONE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Lot meets zoning for a secondary suite.

<table>
<thead>
<tr>
<th>Suite Setbacks M²</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Required
Front

Required
Side

Required
Rear

Actual
Front

Actual
Side

Actual
Rear

Lot Size

Hectares

Parking

Primary

Suite

<table>
<thead>
<tr>
<th>Coverages</th>
</tr>
</thead>
</table>
| Permitted
All Structures
Suite

Sewer

Community Sewer

Septic

<table>
<thead>
<tr>
<th>Is there a Business Licensed on this lot?</th>
</tr>
</thead>
</table>
| Type
Number

Is the Business a Bed and Breakfast?

<table>
<thead>
<tr>
<th>Are there any Easements or SRWs on the property that will be affected?</th>
</tr>
</thead>
</table>
| Attach Septic Approval

Attach Documents

Folio File Check and Attached

Name

Signature

Date
day / month / year

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OFFICE USE ONLY

Initial where applicable

---

**Operations**

**Water Meter**

<table>
<thead>
<tr>
<th>In Dwelling</th>
<th>Pit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The existing water meter will service the suite.  
A pit meter is required to be installed

**Sewer Connection**

<table>
<thead>
<tr>
<th>Community Sewer</th>
<th>Septic</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

The existing sewer connection will service the suite.  
A second sewer connection is required

**Access**

<table>
<thead>
<tr>
<th>Existing Access</th>
<th>New Access</th>
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<tbody>
<tr>
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</table>

The existing access from  
will serve as access for the suite.  
A second access is required (requested)

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

Y  N

**Attach Access Permit**

**Attach Documents**

---

Name

Signature

Date  

day / month / year

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**OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Height</th>
<th>M</th>
<th>Primary Dwelling Height</th>
<th>Suite Height</th>
<th>Garden suite does not exceed height of primary dwelling.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Setbacks</th>
<th>M²</th>
<th>Front</th>
<th>Side</th>
<th>Rear</th>
<th>All required lot line setbacks are met.</th>
<th>Development Variance Permit Required (Requested)</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Electrical Permit Received for Existing Suite.**

- Attach Electrical Permit
- Attach Final Inspection
- Attach Occupancy Permit
- Water Meter Check

---

**Name**

**Signature**

**Date**

day / month / year
Suite Application Form

OFFICE USE ONLY

Finance

Folio Number of Property 318.

Add 40% base water rate applied

Add 40% base sewer rate applied (If Applicable)

Name

Signature

Date Completed

day / month / year

Suite Registration

Approvals

Operations

Planning

Building Inspection

Finance

Suite Registration Number

Building Permit Number If applicable

New Suite Address

Rev. 06 08-03-2017