



Application Number

OFFICE USE ONLY



Suite Registration Application Form

How to Apply

1. Fill out the application form.
2. Attach the required documentation.
3. Submit your **COMPLETE** application to building@peachland.ca;
4. If your application is confirmed to be **COMPLETE** by District staff, you will be contacted to pay the \$125 application fee.

INCOMPLETE SUBMISSIONS WILL BE RETURNED





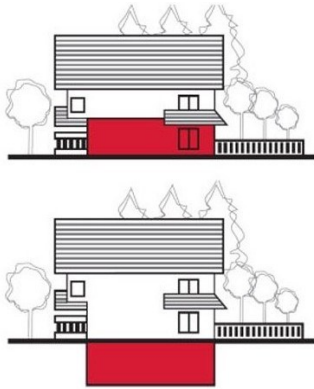
Suite Registration Application Form

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

I am applying for a Secondary Suite ☐

The suite is: NEW ☐ EXISTING ☐

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, 10% of the lot area, or 75% of the floor area of the principal dwelling (whichever is less).



Note: Due to OBWB* regulations, Garden Suites are not permitted on septic on lots less than 2.5 acres.

I am applying for a Garden Suite ☐

The suite is: NEW ☐ EXISTING ☐

*Okanagan Basin Water Board

Registration

Whether you have an existing suite (one that has a kitchen, and you can produce an electrical permit issued before January 1st, 2017), or you are constructing a new suite in an existing home or in a new construction, the process to register it is the same.

If you have an existing suite, indicate the year that it was built: _____

- * If an existing suite meets all of the criteria, a building permit and final inspection is all that is required to register the suite before occupancy can be granted.
- * If an existing suite cannot meet all of the criteria, it is considered a new construction. A building permit and all the necessary inspections are required prior to final inspection and occupancy.

Registering a suite involves the following:

1. Submitting the Suite Registration Application Form and paying the fee as instructed (\$125);
2. Submitting a Building Permit Application and paying the required fees as instructed (variable);
3. Completing a Driveway Permit Application if any changes are proposed to the driveway access (\$100);
4. Undergoing Departmental Reviews;
5. Maintaining an Annual Suite Licence Fee (\$56—renewal by the end of each calendar year);
6. Payment of additional 40% of base rate for water and/or sewer on the quarterly utility invoice of the owner;
7. Payment for additional waste collection bins if requested.



Please Print Clearly
Incomplete Applications will be returned

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Complete the Suite Registration Application Form to verify requirements of the [Zoning Bylaw No. 2400](#); [Building Bylaw No. 2273](#); [Secondary and Garden Suite Policy DEV-188](#); [Driveway Access Regulations Bylaw No.2171](#); and/or other Municipal bylaws that may apply to suites.

Please note: if you are looking to register an existing suite (one built prior to 2017 for which you can produce a valid electrical permit) and it does not meet all the criteria, you will have to pursue your suite as new construction. You can hire a professional familiar with Peachland bylaws to give you an estimate on the cost to bring your suite into compliance. If you choose not to proceed, you must decommission your illegal suite. Refer to [Policy Dev-188](#) for decommissioning requirements. An inspection by the Building Inspector is required.

Each Department reviews your application for compliance to the Bylaws and Policies pertinent to them. You will be contacted if clarification is required. You can find the applicable Bylaws and Policies at www.peachland.ca/bylaws or / [policies](#). Summary information on suites can be found at www.peachland.ca/suites.

The following drawings, plans and documents **are required** with your submission. See Appendix A for more details. Without them your application is **incomplete**. Incomplete applications will be returned.

- | | |
|---|---|
| <ul style="list-style-type: none">• Site Plan of the property• Detailed Floor Plan of the house & suite• Elevation Drawings | <ul style="list-style-type: none">• Title Certificate no more than 30 days old• Parking and Driveway Access plan• ROWP Report if on septic system |
|---|---|

If you have questions, please contact the following:

- Planning: planning@peachland.ca or 250-767-3707 (Zoning questions)
- Operations: operations@peachland.ca or 250-767-2108 (Water, sewer, utility questions)
- Building: building@peachland.ca or 250-767-3709 (Building, decommissioning questions)

Owner / Agent Information

Owner or Agent Name _____

Address of Proposed Suite _____

Mailing Address (if different) _____

City _____ Postal Code _____

Home Phone _____ Cell Phone _____

Email _____

I/we the undersigned make application for a 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 or Agent Signature

day / month / year

Date

Some of the questions in this application apply to only Secondary Suites (**SS**), Garden Suites (**GS**) or both Secondary and Garden Suites (**SGS**). See the column on the left to determine if the required information is applicable to you.

Where units are needed, please **circle** the units you are using.

Planning Department: contact planning@peachland.ca for questions on this page

		Yes	No	Applicant Initial	Office Initial
SGS	Zone: _____ Does the property zone permit a suite?	<input type="checkbox"/>	<input type="checkbox"/>		
GS	Lot Size: _____ (ac/ha) Does the lot meet the size requirements for a garden suite?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Lot coverage of the principal dwelling and all accessory buildings: _____ (m ² / ft ²) _____ % Is the lot coverage in the % range permitted for the zone?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Is there a registered secondary or garden suite already at the property?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Does a principal dwelling exist for which an Occupancy Permit has been issued?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Floor Area of suite: _____ m ² / ft ² Floor Area of Principal dwelling: _____ m ² / ft ² Is the floor area in the range permitted?	<input type="checkbox"/>	<input type="checkbox"/>		
SS	% floor area of suite to principal dwelling: _____ % Is the floor area in the range permitted?	<input type="checkbox"/>	<input type="checkbox"/>		
GS	Is the suite located in the rear or side yard? (Garden suites are not permitted in a 'front yard')	<input type="checkbox"/>	<input type="checkbox"/>		
GS	Height: _____ m / ft Is the height within the allowable limit for the zone? Does the height exceed the height of the principal dwelling? Is the suite above a 1-storey garage?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
SGS	Property Setbacks (m / ft): Permitted by Zoning: Front _____ Interior Side _____ Exterior Side _____ Rear _____ Actual for Suite: Front _____ Interior Side _____ Exterior Side _____ Rear _____ Does the suite meet the setbacks?	<input type="checkbox"/>	<input type="checkbox"/>		
GS	Distance between principal dwelling and garden suite: _____ m / ft Does the distance meet the regulations?	<input type="checkbox"/>	<input type="checkbox"/>		
GS	Pathway width between front lot line and garden suite: _____ m / ft Does the distance meet the regulations?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Can the property accommodate the required on-site parking? (2 principal, 1 suite)	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Is a home based business currently being operated at the property? • If yes, provide the name of the business and licence # _____ B _____ • If yes, is the business a bed and breakfast?	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>		
SS	Is the entrance for the suite separate from the entrance for the principal dwelling?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Are there any covenants, easements, or statutory rights of way on the property? • If yes, have you attached copies of the documents to this application? • If yes, do any interfere with creating a suite?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
SGS	Is a development permit required? <input type="checkbox"/> <input type="checkbox"/> If yes, has an application been submitted?	<input type="checkbox"/>	<input type="checkbox"/>		
SGS	Is a variance being requested? <input type="checkbox"/> <input type="checkbox"/> If yes, has an application been submitted?	<input type="checkbox"/>	<input type="checkbox"/>		

Office Use Only—Planning Department Approval

Parking Approved ☐ Y ☐ N ☐ N/A DP Approved ☐ Y ☐ N ☐ N/A DVP Approved ☐ Y ☐ N ☐ N/A

Suite Registration Number: B _____ New Suite Address: _____

Suite Entered in Registry ☐ Y ☐ N Agencies Notified ☐ Y ☐ N

Name Signature Date

day / month / year

Office Use Only—Finance Department Approval

40% Water Rate Applied ☐ Y ☐ N ☐ N/A 40% Sewer Rate Applied ☐ Y ☐ N ☐ N/A

2nd Waste Collection Added ☐ Y ☐ N ☐ N/A

Name Signature Date

day / month / year

Building and Operations reviews continue on pages 6 and 7.

Building Department: contact building@peachland.ca for questions on this page

The questions below relate to the current BC Building Code (BCBC) and the [Building Bylaw No. 2273](#). This information must be shown on the required plans and drawings as well. See [Appendix A](#) for more details.

The BC Building Code is available online, free of charge, at bcpublications.ca for your reference.

☐ Yes ☐ No
 Applicant Initial _____ Office Initial _____

SGS	A complete Building Permit Application includes: <ul style="list-style-type: none"> Completed application form; Current Land Title Certificate (dated within 30 days); Fee payment (determined by Building Inspector); 1 set of plans showing all the required information necessary to evaluate the suite with compliance to the BC Building Code, Zoning Bylaw, and other municipal bylaws that may apply (see Appendix A for reference sample drawings): <ul style="list-style-type: none"> * Site plan, Parking plan; Floor plans; Elevation & Cross-section drawings Plumbing permit (<i>may be requested</i>); Electrical permit (<i>may be requested</i>); Other documents that may be requested due to special circumstances. 		
	Has a complete building permit been submitted? <input type="checkbox"/> Y <input type="checkbox"/> N Has a building permit been issued? <input type="checkbox"/> Y <input type="checkbox"/> N Building Permit Number _____		
SS	The suite has vertical and horizontal fire separation assemblies from the principal dwelling of: 45 minutes <input type="checkbox"/> 30 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> The building has fire sprinklers (no fire separation required) <input type="checkbox"/>		
SS	Are there photo-electric, interconnected smoke alarms in the house and suite? <input type="checkbox"/> Y <input type="checkbox"/> N		
SS	If required, are there interconnected carbon monoxide(CO) detectors in the house and suite? <input type="checkbox"/> Y <input type="checkbox"/> N		
SS	Is there a self-closing door with fire protection rating between the suite and principal dwelling? <input type="checkbox"/> Y <input type="checkbox"/> N		
SS	Sound transmission between the suite and principal dwelling meets an allowable standard set out in the BCBC? <input type="checkbox"/> Y <input type="checkbox"/> N		
SGS	Are there new plumbing fixtures? (Fixture calculation is required) # of existing fixtures: _____ # of new fixtures: _____	<input type="checkbox"/> Y <input type="checkbox"/> N	
SS	The suite has a method of heating and ventilation independent of the primary dwelling? Heating system for principal dwelling: _____ Heating system for suite: _____ Ventilation system for principal dwelling: _____ Ventilation system for suite: _____	<input type="checkbox"/> Y <input type="checkbox"/> N	
SS	Is a water shut off valve installed in each unit? <input type="checkbox"/> Y <input type="checkbox"/> N		
SGS	Do the ceiling heights meet BCBC? <input type="checkbox"/> Y <input type="checkbox"/> N		
SGS	Are there egress windows in all bedrooms that meet BCBC? <input type="checkbox"/> Y <input type="checkbox"/> N		
SGS	Does the suite have an exit door directly to the exterior that meets BCBC? <input type="checkbox"/> Y <input type="checkbox"/> N		

Office Use Only—Building Department Approval

Occupancy Issued ☐ Y ☐ N ☐ N/A Water Meter Checked ☐ Y ☐ N ☐ N/A

_____ day / month / year

Name

Signature

Date

		Yes <input type="checkbox"/> No <input type="checkbox"/>	Applicant Initial	Office Initial
SGS	Is the property serviced by community water?	<input type="checkbox"/> Y <input type="checkbox"/> N		
SGS	The water meter servicing the lot is located: At the property line (pit) <input type="checkbox"/> In the dwelling <input type="checkbox"/> The size of the water supply line is: 1/2" <input type="checkbox"/> 3/4" <input type="checkbox"/> 1" <input type="checkbox"/> Other: _____			
SGS	Type of sewage disposal: Community Sewer <input type="checkbox"/> Septic <input type="checkbox"/> <ul style="list-style-type: none"> If septic, is the lot larger than 1 hectare? <input type="checkbox"/> Y <input type="checkbox"/> N <ul style="list-style-type: none"> Is a second septic system planned for the suite? <input type="checkbox"/> Y <input type="checkbox"/> N Are the principal dwelling and suite connected to the same system? <input type="checkbox"/> Y <input type="checkbox"/> N Has the septic system been assessed by a registered onsite wastewater practitioner? Provide ROWP report with submission. <input type="checkbox"/> Y <input type="checkbox"/> N If septic, is the lot smaller than 1 hectare? <input type="checkbox"/> Y <input type="checkbox"/> N <ul style="list-style-type: none"> Has the septic system been assessed by a registered onsite wastewater practitioner? Provide ROWP report with submission. <input type="checkbox"/> Y <input type="checkbox"/> N 			
SGS	The driveway access for the suite is from: _____ <ul style="list-style-type: none"> Is a second driveway access requested? <input type="checkbox"/> Y <input type="checkbox"/> N Has a driveway permit application been submitted? <input type="checkbox"/> Y <input type="checkbox"/> N Is Ministry of Transportation approval necessary? <input type="checkbox"/> Y <input type="checkbox"/> N <p>* include a sketch of the existing driveway access complete with parking areas, dimensions, and slope percentages</p>			
SGS	Is the property accessed via a shared driveway access, registered easement, or through a statutory right of way? <i>If yes, attach a copy of the document to this application.</i>	<input type="checkbox"/> Y <input type="checkbox"/> N		

Office Use Only—Operations Department Approval

Driveway Permit Issued ☐ Y ☐ N ☐ N/A Driveway Permit Number _____ Driveway Approved ☐ Y ☐ N ☐ N/A

Driveway requires a steep slope restrictive covenant to be registered: ☐ Y ☐ N ☐ N/A

Applicant requires a larger water service: ☐ Y ☐ N ☐ N/A

Applicant requires a pit water meter installed at the property line: ☐ Y ☐ N ☐ N/A

Applicant requires a sanitary sewer permit: ☐ Y ☐ N ☐ N/A

Additional Comments:

Name Signature Date