



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

Complete this application to verify your suite meets the 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. More information on suites can be found at www.peachland.ca/suites.

You may be contacted if clarification is required when your application is reviewed. The following drawings, plans and documents **are required** with this submission. Without them your application is **incomplete**.

- | | |
|---|---|
| <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)
- Engineering: engineering@peachland.ca or 250-767-2108 (Water, sewer, utility questions)
- Building: building@peachland.ca or 250-767-3709 (Building, decommissioning questions)

Note for EXISTING suites: if your existing suite does NOT meet all of the criteria in this form, you will have to treat it like a new construction project. You can hire a professional familiar with Peachland bylaws to provide a cost estimate to bring your suite into compliance. If you choose not to proceed, you must decommission your suite through a permit.

Please Print Clearly
Incomplete Applications will be returned

Owner / Agent Information

Owner Name(s) _____

Address of Proposed Suite _____

Mailing Address (if different) _____

Home Phone _____ Cell Phone _____

Email _____

If an agent is working on your behalf, provide the following:

Agent Name _____ Agent 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.

_____ day / month / year

Owner or Agent Signature Date

Some questions in this application apply to only Secondary Suites (**SS**), only Garden Suites (**GS**) or both (**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	This application is for a: Secondary Suite <input type="checkbox"/> Garden Suite <input type="checkbox"/> (select one)		
SGS	Is there a registered secondary or garden suite already at the property?	<input type="checkbox"/> Y <input type="checkbox"/> N	
SGS	Is a home business or short-term rental currently being operated at the property?	<input type="checkbox"/> Y <input type="checkbox"/> N	
SGS	Can the property accommodate the required on-site parking? (2 principal, 1 suite unobstructed)	<input type="checkbox"/> Y <input type="checkbox"/> N	
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"/> Y <input type="checkbox"/> N	
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"/> Y <input type="checkbox"/> N	
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"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	
GS	Property Zone: _____ Does the suite meet the setbacks? Actual setback values for the suite (m / ft): Front _____ Interior Side _____ Exterior Side _____ Rear _____	<input type="checkbox"/> Y <input type="checkbox"/> N	
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"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N	
GS	Distance between principal dwelling and garden suite: _____ m / ft Does the distance meet the regulations?	<input type="checkbox"/> Y <input type="checkbox"/> N	
SS	% floor area of suite to principal dwelling: _____ % Is the floor area in the range permitted?	<input type="checkbox"/> Y <input type="checkbox"/> N	
SS	Is the entrance for the suite separate from the entrance for the principal dwelling?	<input type="checkbox"/> Y <input type="checkbox"/> N	

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 Approved Y N

Entered in Registry Y N

Agencies Notified Y N

Suite Registration Number: B _____ New Suite Address: _____

_____ day / month / year

Name

Signature

Date

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

The questions below relate to the current [BC Building Code](#) (BCBC) and Peachland [Building Bylaw](#). This information must be shown on the submitted plans and drawings.

		Yes	No	Applicant Initial	Office Initial
SGS	Is a building permit required and has a complete application been submitted? Has a building permit been issued?	<input type="checkbox"/> Y	<input type="checkbox"/> N		
	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); • 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 peachland.ca/suites for 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. 				
SGS	Are new plumbing fixtures being added? If yes, include # new: _____ # total (house + suite): _____	<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		
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	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		
SS	The suite has a method of heating and ventilation independent of the primary dwelling?	<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		

Office Use Only—Building Department Approval

Building Permit Issued Y N N/A Building Permit # _____

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

_____ day / month / year

Name

Signature

Date

Yes No

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, AND property is <i>larger</i> than 1 hectare: <ul style="list-style-type: none"> * Are the principal dwelling and suite connected to the same system? <input type="checkbox"/> Y <input type="checkbox"/> N * Is a second septic system planned for the suite (<i>for garden suite only</i>) ? <input type="checkbox"/> Y <input type="checkbox"/> N * Has the septic system been assessed by a registered onsite wastewater practitioner? <i>Provide ROWP report with submission.</i> <input type="checkbox"/> Y <input type="checkbox"/> N If septic, AND property is <i>smaller</i> than 1 hectare? <ul style="list-style-type: none"> * Has the septic system been assessed by a registered onsite wastewater practitioner? <i>Provide ROWP report with submission.</i> <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 <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

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