

# Bulletin: Secondary Suite

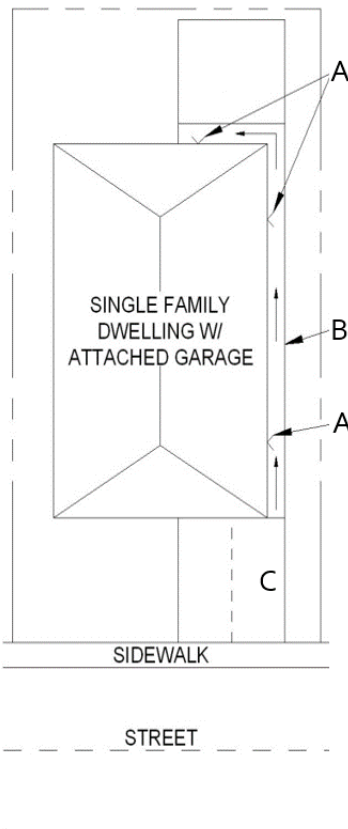
## Within Existing Single-Family Dwellings

Bulletin #19-03

Updated: August 7, 2024

Created: Sept. 10, 2012

*This bulletin is for informational purposes only and can change at any time.*



- A. Lights for Pathway
- B. Pathway to Suite
- C. Designated Suite Parking

### Building & Permitting

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### Requirements

1. A *Secondary Suite* means a self-contained unit that has been issued an Occupancy Permit, located within a single detached dwelling, a semi-detached unit, a duplex unit, or a townhouse unit (secondary suites cannot be located in an apartment housing, or a boarding or lodging house). A secondary suite is subordinate to the principal dwelling unit. (Zoning Bylaw).
2. Only has a maximum dedicated total floor area of 90m<sup>2</sup> (968 ft<sup>2</sup>)
3. A building permit is required for the creation of a secondary suite. The cost of the permit is \$510.00 exclusive of construction value.
4. A \$300 sewer development fee applies that will be charged at building permit application and collected prior to issuance.
5. It is the owner's responsibility to contact their local water district and Fortis BC prior to construction of a secondary suite to determine if any additional utility costs may be applicable.
6. Secondary suite off street parking shall conform to Bylaw 12375:
  - a. Designated as being solely for the use of the secondary suite and be a minimum of one dedicated parking stall.
7. A lit pathway with hard surfaced material is required from the on-site secondary suite parking stall to the suite entrance with a minimum width 860mm (34.4").
8. No secondary suite will be allowed without connection to municipal sewer with lot area less than 830m<sup>2</sup>. Where lot size permits, it is the owners' responsibility to obtain confirmation from a Registered Onsite Wastewater Practitioner that the existing sewage disposal system can accommodate the suite.
9. The suite address is to be prominently displayed at the front of the premises clearly identifying where the access to the suite occurs.
10. Smoke alarms shall be hard wired for power and must be interconnected through hard-wire (or wireless) in dwelling and common space.
11. Carbon monoxide (CO) alarms conforming to CAN/CSA-6.19 are to be installed if the building contains a fuel-burning appliance or an attached garage. The CO alarms shall be hard wired for power, must be interconnected through hard-wire or wireless in each unit.
12. The minimum ceiling height shall be 1.95m (6'-4 3/4") for the required area of a given room type.
13. Every bedroom shall have at least one outside window or exterior door openable from the inside. The window shall provide an unobstructed opening of not less than 0.35m<sup>2</sup> (3.75 ft<sup>2</sup>) in area with no dimension less than 380mm (15") - Unless sprinkler system installed.
14. Fire separations for exits shall conform to BCBC 2018 article 9.9.4.2
15. Heating system must be separately controlled by the dwelling unit it serves.
16. As per 2024 BCBC a minimum of one room in suite is required to have a permanent controlled means of cooling.

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17. As an alternate solution, if the forced air system serves both units, a duct-type smoke detector is required. The installation shall be designed to shut down the circulation fan upon a signal from the duct-type smoke detector in the return air duct in order to minimize the circulation of smoke between dwelling units or fire dampers are required.
18. Ventilation requirements as per current edition of BCBC.
19. In a strata property it is the owner's responsibility to ensure the strata Bylaws and regulations are met. A letter of approval will be required prior to issuance of a building permit.

**For existing/unfinished buildings, owner may choose the following compliance methods within the BCBC 2018:**

1. To apply acceptable solutions in Division B (see City of Kelowna Bulletin # 19-02),
2. To apply alternate solutions under clause 1.2.1.1.(1)(b),
3. To apply alternate compliance methods in table 1.1.1.1.(6), or
4. A combination of options 1, 2 & 3

**Existing Buildings Alternate Compliance Methods for Suite Separation Assemblies**

Fire Resistance Rating	Type of Smoke alarm & interconnections	Demising Wall & Ceiling Assemblies
30 min	An additional photoelectric Smoke alarm required in each unit & to be interconnected.	<ul style="list-style-type: none"> <li>· 1-Layer existing 12.5mm (½") gypsum board</li> <li>· Resilient channel spaced at 400 or 600mm o.c on one side of the separation.</li> <li>· 1-Layer additional 12.7mm (½") gypsum board</li> </ul>

*\*This bulletin is a summary of requirements for convenience only, please refer to current edition of BC Building Code for complete information.*