

Bulletin: Secondary Suite

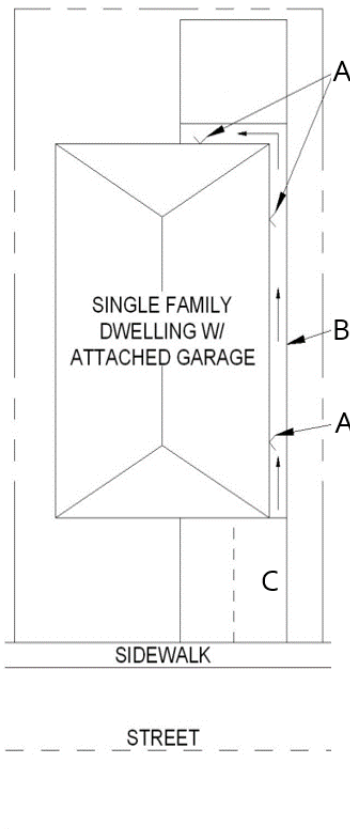
Within Existing Dwellings

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 dwelling (secondary suites cannot be located in apartment, boarding or lodging house). A secondary suite is **subordinate** to a principal dwelling unit. (see current City of Kelowna Zoning Bylaw for additional information).
2. Has a maximum dedicated total floor area of 90m² (968 ft²)
3. Has been placed with a building permit issued for the creation of a secondary suite.
4. A \$300 sewer development fee may apply (where the primary dwelling is connected to City Sewer) and will be collected with building permit fees.
5. It is the owner's responsibility to contact their local water district and Fortis BC prior to construction to determine if any additional utility costs may be applicable.
6. Secondary suite off street parking is required and shall conform to Bylaw 12375; 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 of 860mm (34.4")
8. No secondary suite will be allowed without connection to municipal sewer with lot area less than 830m². 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 for all dwelling and common spaces.
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 and must be interconnected through hard-wire or wireless in each unit.
12. The minimum ceiling height shall be 2.1m (6'-9") 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 0.35m² (3.75ft²) in area with no dimension less than 380mm (15") - *unless a sprinkler system is installed.*
14. Fire separations for exits shall conform to BCBC 2018 Article 9.9.4.2
15. The heating system must be separately controlled within the secondary suite.

16. 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.
17. Ventilation requirements as per current edition of BCBC.
18. 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"> · 1-Layer existing 12.5mm (½") gypsum board · Resilient channel spaced at 400 or 600mm o.c on one side of the separation. · 1-Layer additional 12.7mm (½") gypsum board

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