



City of Richmond

6911 No. 3 Road
Richmond, BC V6Y 2C1
www.richmond.ca

Bulletin Building Approvals Division

604-276-4000 Fax 604-276-4063

Secondary Suite in an Existing Single Family Dwelling

No.: BUILDING-22
Date: 2007-06-19

Purpose:

- To advise the general public of permit requirements to process applications to use or alter an area in an **existing single family dwelling**, to accommodate a suite.

Background:

- The City has adopted amendments to the Zoning Bylaw that allows a single secondary suite in a single family dwelling. For a secondary suite to be legal, it must be inspected and upgraded as required to ensure code compliance.

Implementation:

- Prior to submitting plans the applicant is to:
 - Request an on-site inspection of the premises:
 - A fee of \$110.00 is payable for a Building & Plumbing/Gas Inspector to conduct the on-site inspection;
 - The time and date of the inspection will be coordinated by the plans processing staff after the inspection is requested.
- Upon completion of the site inspection, the inspectors shall:
 - Advise the applicant what must be done to the existing area being used or converted to achieve code compliance. **This may require that any work/construction previously completed without the benefit of plans or permits be exposed;**
 - The applicant must then prepare plans and apply for a building permit to complete any required work.

- Required plans/information:

Site Plan

- Show property dimensions, street location, north arrow, and any structure on the lot;
- Provide calculations to show that the proposed suite area does not exceed 40% of the habitable floor area of the dwelling unit; maximum 90 m².

Floor Plan

- Provide a plan of each floor area showing the room uses, and location of the suite; this plan/plans should contain sufficient dimensions to permit calculation of the floor area of the entire dwelling unit.
 - Provide a plan of the suite including room dimensions, use, door/windows location and sizes, furnace room, electrical etc.
 - Additionally indicate how the various code requirements in Section 9.36 of the 2006 BC Building Code are being addressed, i.e. fire separations, exiting, smoke alarms, etc.
- Should you have any questions, comments or suggestions concerning this bulletin, please contact Mr. E. Nishi, Supervisor, Permits Section, at 604-276-4278.