

# TOWN OF VIEW ROYAL

## Protective Services

45 View Royal Avenue, Victoria, BC V9B 1A6

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[www.viewroyal.ca](http://www.viewroyal.ca)

# Secondary Suite Renewal Application

Type 1 Suite  Type 2 Suite

Date \_\_\_\_\_

*Type 2 suites have not been inspected for compliance with the B.C. Building Code though all other conditions must conform to the requirements of Land Use Bylaw No. 35, 1990.*

Street Address: \_\_\_\_\_

### Authorization: please print

Name	Mailing Address	
City	Postal Code	Phone

*Any personal information provided above is collected for the purpose of administering the Local Government Act, the Community Charter and the bylaws of the Town of View Royal and under the authority of those enactments.*

### Application Details:

Have there been any changes to the suite or property since January 1, 2017? Yes  No

If yes, please indicate by checking the applicable type of change : \_\_\_\_\_ Change of Ownership

\_\_\_\_\_ Alteration to Suite \_\_\_\_\_ Permanent Residence \_\_\_\_\_ Parking\* \_\_\_\_\_ Started Home-based Business

\* *If there have been any alterations to the parking, please provide and updated site plan with location and dimension of parking area/access.*

Business Name: \_\_\_\_\_

### Checklist Documents and Fees:

#### Statutory Declaration (see reverse)

- > Required to confirm that the home is occupied as a permanent residence by one of the registered owners
- > Signature may be witnessed by Town staff member designated as a Commissioner for Taking Affidavits in the Province of BC

#### Fees

- > Renewal fee: \$100
- > This fee is non-refundable. If the application does not meet all of the requirements, no refund will be issued
- > The fee paid is not to be taken as a representation that the secondary suite to which such permit fee applies complies with any particular building standards

### Additional Requirements:

*A secondary suite is not subject to subdivision under the provisions of either the Land Title Act or the Strata Property Act.*

*Covenants may be registered on the property title that prohibit the use of the property for secondary suites.*

*Any person who contravenes any provision of Secondary Suites Permit Bylaw No. 601, 2005 commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$1,000.00 for a first offence and for each subsequent offence to a fine of not more than \$2,000.00. A separate offence is deemed to be committed on each day during which the contravention occurs or continues.*

*For Type 2 suites only: The granting of a secondary suite renewal permit is not to be taken as a representation that the suite to which the permit pertains complies with any particular building standard and has not been inspected for compliance with the B.C. Building Code.*

*I hereby declare that I have read and understand the foregoing requirements to lawfully register a secondary suite on the subject property.*

Signature of Registered Owner: \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICE USE ONLY -----

### Permit Issuance:

Based on the information provided in this secondary suite renewal application, I hereby issue a Type \_\_\_\_\_ renewal permit valid until December 31, 20\_\_\_\_.

Clerk \_\_\_\_\_

