

## TOWN OF VIEW ROYAL

### Development Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Tel. 250.708.2256 [www.viewroyal.ca](http://www.viewroyal.ca)

## Secondary Suite Renewal Application

*Type 2 suites have not been inspected for compliance with the B.C. Building Code though all other conditions conform to the requirements of Zoning Bylaw No. 900, 2014.*

PROPERTY INFORMATION		
Date	Suite Property Address:	
Owner(s) Name	Mailing Address	
City	Postal Code	Phone
Have there been any changes to the suite or property since January 1, 2023? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes, please indicate applicable type(s):	<input type="checkbox"/> Ownership change	<input type="checkbox"/> New Home Business (business name):
	<input type="checkbox"/> Suite Alterations	<input type="checkbox"/> Parking * Any parking alterations require an updated site/ parking plan showing location and dimensions of parking area/access.
OWNERS ACKNOWLEDGEMENT		
<p>A secondary suite is not subject to subdivision under the provisions of either the Land Title Act or the Strata Property Act.</p> <p>Covenants may be registered on the property title that prohibit the use of the property for secondary suites.</p> <p>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.</p> <p>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.</p> <p><b>I hereby declare that I have read and understand the foregoing requirements to lawfully register a secondary suite on the subject property.</b></p>		
Owners Signature:		Date:

Personal information collected on this form is collected for the purposes of processing, communication, administration, inspection, and enforcement for this application. The personal information is collected under the authority of the *Local Government Act* and pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about this collection, contact the Building Department at 250-708-2256 or [buildingpermits@viewroyal.ca](mailto:buildingpermits@viewroyal.ca)

### Application 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