Town of View Royal – Building Department
45 View Royal Avenue, Victoria, BC. V9B 1A6
Ph. 250.708.2256
buildingpermits@viewroyal.ca

SECONDARY SUITE PERMIT
2027 RENEWAL FORM

PERMIT INFORMATION

Annual Renewal Fee: $100.00

Are you a new owner? ☐ **Yes** ☐ **No**	Permit #	Suite Address:
1.Owner Name:	Phone:	Email:
Mailing Address:	City:	Postal Code:
2. Owner Name:	Phone:	Email:

Has there been any changes to the suite or property since January 1, 2026? ☐ **Yes** (please indicate below) ☐ **No**

☐ Suite Alterations	☐ Home Business	☐ Parking **An updated site/ parking plan showing location and dimensions of parking area/access.*

OWNERS ACKNOWLEDGEMENT

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. 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 requirements to renew a secondary suite permit on the subject property.***

Owner Name (please print):	**Owner Signature:**	**Date:**

WOULD YOU PREFER PERMIT RENEWALS TO BE EMAILED IN THE FUTURE? ☐ **YES** ☐ **NO**

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