

TOWN OF VIEW ROYAL

Protective Services

45 View Royal Avenue, Victoria, BC V9B 1A6

Tel. (250) 479-6800 Fax: (250) 727-9551

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 Zoning Bylaw No. 900, 2014 and the Secondary Suite Bylaw No.601, 2007.

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, 2021? 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:

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: _____