



# POLICY MANUAL

<b>POLICY TITLE:</b> Decommissioning of Unauthorized Secondary Suites	<b>POLICY #:</b> 6400-038
<b>AUTHORITY:</b> Administrative	<b>EFFECTIVE DATE:</b> February 21, 2012
	<b>REVIEW SCHEDULE:</b> 2 – 3 years
<b>ISSUED BY:</b> Director of Protective Services	<b>APPROVED BY:</b> Council C-25-12
<b>DATE ISSUED:</b> February 22, 2012	<b>DATE APPROVED:</b> February 21, 2012

**PURPOSE:** To describe the procedures required to decommission unauthorized secondary suites in the Town of View Royal.

**DEFINITIONS:** “**Secondary Suite**” means a secondary and subordinate dwelling unit that is entirely contained within, and is subordinate to, a detached residential building in accordance with Section 4.1 of the Zoning Bylaw No. 900, 2014.

**POLICY:** Secondary suites are permitted provided they meet the requirements of the Town’s Zoning Bylaw as amended from time to time.

Secondary suites found in dwellings through either complaints from the public or employees attending properties for other purposes must be decommissioned in a manner approved by the Town of View Royal.

**PROCEDURES:** To decommission a secondary suite, the kitchen facilities must be removed as per the “Guide to Decommissioning Secondary Suites”. In addition, the owner may also elect to remove the bathroom facilities and/or create a permanent opening between the space and the principal dwelling.

**To permanently remove the cooking facilities**

The requirements are:

- Permanent removal of the hood fan and all cooking facilities (including, but not limited to stoves, microwaves, convection ovens, cook tops, hot plates,

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camping stoves, barbeques, crock pots, electric fry pans, rice cookers, woks, grills and griddles).

- For gas cooking facilities, a gas permit must be obtained from the BC Safety Authority. The stove is to be removed as well as all associated gas piping. A copy of the gas permit and the inspection report is to be submitted.
- For electrical cooking facilities, an electrical permit is required. The stove, hood fan and all associated wiring is to be removed. Proof of electrical permit and inspection is to be submitted. A building permit will be required for the re-sealing of the vapour barrier and building envelope.
- Removal of all kitchen plumbing and cabinetry.
- Please confirm with Building Inspections which permits are required.

**Option 1: Permanently remove bathroom facilities**

The requirements are:

- Permanent removal of all bathroom fixtures, including toilet, shower, bathtub, sink and vanity,
- A plumbing permit is required,
- All piping is to be properly capped and inspected.
- If the bathroom was installed without permits and the owner elects to keep the facilities, the owner must demonstrate that the construction is BC Building Code compliant and permits must be obtained.

**Option 2: Create opening(s) between the suite and principle dwelling**

The requirements are:

- Permanent removal of any door(s) and door frame(s) between the suite area and the principle dwelling,
- Ensure the new opening has a minimum opening of 860 mm or is equal to the width of the existing corridor.
- Finish the opening with a finish material (drywall, wood or other code acceptable material). Any exterior walls will require the vapour barrier to be properly repaired and inspected.
- A smoke alarm will be required as per the BC Building Code.
- A building permit is required.

**ATTACHMENTS:** The Guide to Decommissioning Secondary Suites

**DISTRIBUTION:** Electronic file G:\ drive policy manual and TOVR website.

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# The Town of View Royal Guide to Decommissioning Secondary Suites



This guide outlines the steps and additional options required to properly remove your Secondary Suite.

**THIS GUIDE IS FOR REFERENCE ONLY. IT DOES NOT REPLACE  
BYLAWS OR OTHER LEGISLATIONS.**

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## What is a Secondary Suite?

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The Town of View Royal Zoning Bylaw No. 900, 2014 states:

“Secondary Suite” means a secondary and subordinate *dwelling unit* that is entirely contained within, and is subordinate to, a *detached residential building* in accordance with Section 4.1 of this bylaw.

A “Dwelling Unit” means one or more rooms which constitute a self-contained residential unit that is used or intended to be used by one household for living and sleeping purposes, and includes only one room equipped for the preparation of food and at least one bathroom, and specifically excludes *transient accommodation*

*\*Please note, the bylaw does not differentiate between “in-law”, “nanny” and other terms used to reference “suites”.*

## What are the requirements for decommissioning a Secondary Suite?

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The primary requirement to decommission a secondary suite is the removal of the cooking facilities as outlined below. In addition, an owner may elect to also remove the bathroom facilities and/or create a permanent opening between the space and the principal dwelling unit.

*Please note, any health or fire and safety issues identified during the decommissioning process must be resolved.*

### **To permanently remove the cooking facilities**

The requirements are:

- Permanent removal of the hood fan and all cooking facilities (including, but not limited to stoves, microwaves, convection ovens, cook tops, hot plates, camping stoves, barbeques, crock pots, electric fry pans, rice cookers, woks, grills and griddles)
- For gas cooking facilities, a gas permit must be obtained from the BC Safety Authority. The stove is to be removed as well as all associated gas piping. A copy of the gas permit and the inspection report is to be submitted.
- For electrical cooking facilities, an electrical permit is required. The stove, hood fan and all associated wiring is to be removed. Proof of electrical permit and inspection is to be submitted. A building permit will be required for the re-sealing of the vapour barrier and building envelope.
- Removal of all kitchen plumbing and cabinetry.
- Please confirm with Building Inspections which permits are required.

*Caution: All works should be completed by professionals with the specialized knowledge to complete the requirements.*

## **Option 1: Permanently remove bathroom facilities**

The requirements are:

- Permanent removal of all bathroom fixtures, including toilet, shower, bathtub, sink and vanity,
- A plumbing permit is required,
- All piping is to be properly capped and inspected.
- If the bathroom was installed without permits and the owner elects to keep the facilities, the owner must demonstrate that the construction is code compliant and permits must be obtained.

## **Option 2: Create opening(s) between the suite and principle dwelling**

The requirements are:

- Permanent removal of any door(s) and door frame(s) between the suite area and the principle dwelling,
- Ensure the new opening has a minimum opening of 860 mm or is equal to the width of the existing corridor.
- Finish the opening with a finish material (drywall, wood or other code acceptable material). Any exterior walls will require the vapour barrier to be properly repaired and inspected.
- A smoke alarm will be required as per the BC Building Code.
- A building permit is required.

## **Are there other permits or regulations that may be required?**

You may require one or more of the following:

- A building or plumbing permit. You can get these through the Town of View Royal Development Services Department. Permit fees are required.
- A gas or electrical permit. Your installer will get this from BC Safety Authority.
- An asbestos assessment. This is a provincial requirement through Worksafe BC and applies to all homes from 1990 or earlier. For more information on this please contact Worksafe BC at 1-888-621-SAFE(7233) or on the website at : <http://www.hiddenkiller.ca/what-is-asbestos.asp>

**For Further Information Please Contact:**

**Development Services - 45 View Royal Avenue, Victoria, BC V9B 1A6  
Ph. 250-479-6800 Fax.250-727-9551**