



Bulletin

Planning and Development Services

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SECONDARY SUITES Previously - Secondary Suite Registration Program	No.: BUILDING-12 Date: 2016/10/17 Amended: 2022/10/25
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This brochure is provided for convenience only. It is not intended to replace Bylaws or other legal documents nor should it be construed by anyone as a right to permit approval if the steps indicated are followed. The bylaw in its entirety is available on the City of White Rock website at www.whiterockcity.ca

PURPOSE

To assist owners and builders with the minimum requirements for the construction of an Accessory Registered Secondary Suite or alterations to an existing building to accommodate an Accessory Registered Secondary Suite. For new homes, permits and inspections of the suite can be included as part of the overall permit and inspection process.

WHAT IS AN ACCESSORY REGISTERED SECONDARY SUITE?

The Zoning Bylaw states under Section 5.5 that an *accessory registered secondary suite* shall:

- be accessory to a one-unit residential use only;
- be limited to one accessory registered secondary suite per lot;
- The *accessory registered secondary suite* floor space cannot be more than 90 square metres of the Gross Residential Floor Area of the dwelling;
- provide one additional **on-site** parking space for occupants of the *accessory registered secondary suite*;
- be inspected and registered through the City’s Secondary Suite Registration program; and
- only accommodate tenants for a period of thirty(30) days or greater.

Please check the general zoning of your property to ensure you are eligible as some lot sizes may not permit an accessory registered secondary suite.

GENERAL REQUIREMENTS

- All construction must comply with the requirements of the most current edition of the British Columbia Building Code.
- The *accessory registered secondary suite* is to be located within the principal dwelling unit **OR** an “*accessory coach house*” can be constructed as per Zoning Bylaw requirements and registered through the City’s Secondary Suite Registration process.
- One (1) additional off street parking space must be provided for the *accessory registered secondary suite* in addition to the parking already required for the main house. The *accessory registered secondary suite* minimum parking space dimensions are 2.5m (8’- 0”) in width by 5.2m (17’-0”) in length. The *accessory registered secondary suite* parking space cannot block access to the main

residential parking area. The City encourages the use of pervious parking surfaces for the additional parking space (i.e. grasscrete paving stones).

- RI-1 driveway width requirements restrict the additional space to tandem.

EXISTING SECONDARY SUITES

For a secondary suite to be permitted and legal, it must be reviewed and inspected by the city and may require upgrades to help ensure life safety and compliance with the BC Building Code, the City Zoning Bylaw and all other applicable enactments.

- This may require any work/construction previously completed without the benefit of city permits to be exposed for review.

Submission of building/plumbing permits will be required to legalize an existing area into an Accessory Registered Secondary Suite. This application can be made through the Building Department as a Single Family Alteration Application.

SECONDARY SUITE PERMIT APPLICATION PROCESS

Prior to submitting a completed Permit application for a secondary suite, please discuss the project with the Planning and Building Divisions to review applicable Zoning Bylaw and Building Code requirements. City staff are available via the Planning and Development Services front counter and through email at building@whiterockcity.ca. For new homes, permits and inspections of the suite can be included as part of the overall permit and inspection process

The following checklist should be reviewed to ensure a complete application and all the required documentation is complete in order to apply for a Secondary Suite Permit:

- [Building Permit Application Checklist for Interior Renovation of Single/Two Family Dwelling](#)
- Site plan locating the off-street parking.

ENFORCEMENT

The City will continue the current enforcement program acting on a complaint basis. Secondary suites which are not yet registered but which have been given notice by the City that they must conform to the BC Building Code and Zoning Bylaw or be decommissioned shall be given six months from the date of notice to meet the requirements of the Building Bylaw and Zoning Bylaw. For information on how to properly decommission your suite please contact the Planning and Development Services Department/Building Division at Building@whiterockcity.ca or 604-541-2149.

A sanitary sewer levy charge (contact the City's Property Tax Clerk) will continue to be applied on a yearly basis to all registered and non-registered suites.

REFERENCES

- [British Columbia Building Code](#)
- [White Rock Zoning Bylaw](#)
- [Building and Safety Standards Branch Informational Bulletin, Secondary Suites.](#)
- [Building Permit Application Checklist for Interior Renovation of Single/Two Family Dwelling](#)

Should you have any questions, comments or suggestions concerning this bulletin please contact the Manager, Building, at building@whitrockcity.ca or 604-541-2149.