

Secondary suites - development/building permit requirements

Before you start

If you're looking to develop a secondary suite, or legalize an existing suite, a permit process exists for approval. Secondary suites are only allowed within certain land use districts, and each district has different rules and requirements, as defined in the [Land Use Bylaw](#).

You may only develop one of a secondary suite, garage suite or garden suite (within the single detached house or on a site with a single detached house).

Where you live and the type of property you have will determine which requirement list you need to apply for a permit. Please read the content carefully and bring your completed documents to the Planning Services Centre.

Which drawings you will need:

Interior Alterations & Basement Development:

One (1) set of drawings including: (All Plans MUST be to scale

- Site plan or a Google Maps aerial screenshot
- Basement floor plan (If you are proposing a wet bar, please provide main floor plan)
- Indicate floor to ceiling height
- Show the location of the stairs exiting the basement
- Show location of the smoke and carbon monoxide detector (s) (*must be hard wired*)
- Show plumbing, heating and ventilation and electrical changes
- Materials of construction

Secondary Suites as part of an existing House

One (1) set of drawings including: (All Plans MUST be to scale)

Site Plan/Real Property Report

- A north arrow
- Corresponding street and avenue
- Dimensions of the site (property lines)
- Location of proposed and existing buildings/structures
- Location of existing and proposed accesses to the
- All parking on site must be indicated

Floor Plans

- The size of the building (dimensions and square footage)
- Dimensioned room layouts indicating uses and
- main floor plan and the floor plan where the secondary suite is being constructed
- Indicate floor to ceiling height
- Show location of the smoke and carbon monoxide detector(s) (*must be hard wired*)
- Show plumbing, heating and ventilation and electrical changes

Elevation Plans

- Showing all sides of the building (proposed and existing)
- The building height (distances from peak to mid-roofline and to main floor)
- Showing all windows and doors and Exterior finishing materials and colors

Construction Details

- Cross section showing all materials used for the structure
- Wall/floor/roof assembly details

Materials of construction

Pictures of the outside of the house (all sides)

Garage with garage suite or garden suite

One (1) set of drawings that include the following: (Minimum scale: metric 1:100 / imperial 1/8")

Plot Plan or Site Plan to show the following

- North arrow, scale and date of preparation
- Municipal address and legal description
- Dimensions of the site (property lines)
- Dimensions and location of all proposed and existing structures including cantilevers and overhangs and distances to property lines
- Dimensions/location of existing and proposed accesses to the site
- Elevations of finished grades, bottom of footings, top of foundation wall, finished main floor
- Grade elevations at the four corners of site

Floor Plans to show the following – minimum scale- metric 1:100 imperial 1/8"

- Dimensions of the proposed structure
- All levels and square footage of each level
- Dimensions and layout, location of walls; doors; and windows (include sizes) and use of all rooms/areas

Foundation Plan to show the following

- Foundation plans/beams / columns/column loading / pad details / type of concrete to be used
- Grade beam and/or pile foundation details for attached garage, veranda, covered deck, etc.
- Foundation lateral support details (include site-specific engineered foundation / window / stairwell bracing or reinforcing details)

Building Elevations and Sections to show the following

- All sides of the house
- Building height
- Finished ground level
- Exterior finishing materials
- Materials and assemblies of materials forming floors, walls, roofs, decks etc.

Manufactured structural component information required to be submitted (see Standata 06-BCI-015)

- Engineered roof truss layout and supplier letter, or stick built roof layout (include bearing details & load transfer points)
- Engineered floor joist/truss and engineered beam layout and supplier letter(s)

Manufacturer's design drawings for all manufactured structural components not covered by (a) or (b) above