

Corporate Policy

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Section:	Legislative and Regulatory Services	09
Sub-Section:	Building, Bylaw, and Licensing	3760
Title:	Secondary Suites	05

Related Policies

Number	Title

Approvals

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Corporate Policy Manual

Secondary Suites

Policy

As the City wishes to authorize secondary suites within the City of Port Moody, a policy concerning compliance with the British Columbia Building Code is required.

The owner of a dwelling containing a secondary suite, which existed before December 31, 2004 will not be required to confirm that the suite complies with the BC Building Code in order to register and become authorized to continue using the secondary suite, subject to this policy. Suite owners will be advised of Building Code requirements when registering the suite and advised that any subsequent renovations to the suite will be required to be constructed under a valid building permit and in accordance with the Building Code.

The City will actively enforce Building Code and Zoning Bylaw compliance for any of the following situations concerning secondary suites:

1. A suite that the City becomes aware of that is constructed after December 31, 2004;
2. If a life safety complaint is received about a secondary suite or the City otherwise becomes aware of a life safety issue related to a suite;
3. If a dwelling unit is reported to have more than one secondary suite;
4. If a duplex, townhouse, or apartment is reported to contain a secondary suite; and
5. If a dwelling unit is reported to contain a secondary suite and a daycare or a type 2 home occupation.

Definitions

Secondary Suite means an additional dwelling unit:

- a) Having a total floor area of not more than 90m² in area;
- b) Having a floor space less than 40% of the habitable floor space of the building;
- c) Located within a building of residential occupancy containing only one other dwelling unit; and
- d) Located in and part of a building which is a single real estate entity.

Procedures

The following procedures will apply to Bylaw Enforcement and Building Inspection staff:

1. Anonymous complaints will not be accepted;
2. For complaints of more than one secondary suite in a dwelling unit, suites in an apartment building or townhouse, or a suite combined with a daycare or home occupation, Bylaw Enforcement staff will follow up; and
3. For written complaints received regarding reported life safety issues, Bylaw Enforcement will arrange access to the suite and will attend with a Building Inspector.

Monitoring/Authority

The Manager of Building, Bylaw, and Licensing will administer this policy.