



# Secondary Suite Decommission

Bylaws and Licencing Division

604.469.4541 • www.portmoody.ca

This form should be completed by the registered owner or an authorized agent.

## Address of Secondary Suite

Address:

Postal Code:

## Owner Information

Name:

☐ Same address as above

Address:

City:

Postal Code:

Phone:

Cell:

Email:

## How will you be decommissioning the secondary suite?

- ☐ Permanently remove cooking facilities (including stove, range fan, microwave oven, cook tops, electric ovens, etc.)
- ☐ Permanently remove bathroom fixtures
- ☐ Create a permanent opening between the suite and the rest of the house by removing all internal doors and door frames that separate the suite from the primary residence.

## How you MUST decommission the secondary suite for short-term rental purposes.

- ☐ Internal access must exist between the suite and the rest of the house.  
If a door is being installed or there is an existing door, it can only have a locking mechanism on the operator of the STR's side.

**AND**

- ☐ Permanently remove cooking facilities (including stove, range fan, microwave oven, cook tops, electric ovens, etc.)

## Applicant Statement

I the undersigned am aware that the City of Port Moody requires all secondary suites and boarding use areas to be registered prior to being advertised for rent or being occupied by a tenant. I further understand that municipal fines may be imposed should these terms not be met. I am also aware that the City of Port Moody conducts random inspections of secondary suites. \_\_\_\_\_ \* (Initial)

This form completed by:

Signature:

Date:

## For City of Port Moody Use Only

Suite decommissioned

☐ Yes

☐ No

Date:

Officer:

Signature:



Email this form back to [licence@portmoody.ca](mailto:licence@portmoody.ca)



Fax this form back to 604.469.4533

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