PORT MOODY
CITY OF THE ARTS

Secondary Suite Decommission
Licensing Division

604.469.4541 | www.portmoody.ca

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

Address of secondary suite

Address:	Postal code:

Owner information

Name:	
Address:	
City:	Postal code:
Phone:	Cell:
Email:	

How will you decommission the secondary suite? (select all that apply)

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

☐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

Requirements for decommissioning secondary suites for short-term rental purposes (check the boxes to confirm the requirement are/will be met)

☐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 side of the short-term rental operator)

☐Permanently remove cooking facilities

Applicant statement

I, the undersigned, am aware that should I reinstate the secondary suite, 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 _____

Form completed by (name of applicant):	
Date:	Signature:

Property Owner Authorization (if applicable)

If the property owner is different than the person indicated in the above fields, please complete a **Owner/Landlord Authorization form** and submit it with this application.

Privacy disclaimer

Personal information on this form is collected, used, retained, disclosed, and disposed of in accordance with section 26 of British Columbia's Freedom of Information and Protection of Privacy Act for the purposes of decommissioning secondary suites. Questions or concerns regarding this form can be directed to Legislative Services by email at foi@portmoody.ca or in person at City Hall at 100 Newport Drive.

@ Email this form back to licence@portmoody.ca

For City of Port Moody use only

Suite decommissioned ◯ Yes ◯ No	Date:
Officer:	Signature:

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