



August 28, 2008

File: 2008-00013

Effatolsad Mirnia
Manoocheh Shojaee
616 East 19th Street
North Vancouver, BC
V7L 3A1

Dear Sir or Madam:

Re: Property at 616 East 19th Street, ("the property") North Vancouver, BC

Thank you for your fax received on August 28, 2008 containing an application request for the City to provide an extension of time in which to make a decision regarding the residential use of the garage and unapproved suite that exists at the property.

I have confirmed that the permit issued to correct the electrical deficiencies has now been completed. Therefore, I am able to extend a further time frame to **December 10, 2008** in which you can make the decision to either:

- make application to develop a residential use of the garage and develop an Accessory Secondary Suite Use; or
- remove the unapproved residential use of the garage and return it to the approved use as storage for vehicles associated to the property.

Please contact this office with your decision by December 10, 2008. If you have any questions respecting this matter, please contact me at 604.990.4217.

Yours truly,

A.R. Wilson
Property Use Inspector

ARW/ck

C: D. Sigston, Deputy Director, Corporate Services

ELECTRICAL, PLUMBING and HEATING

- Permits for any plumbing, electrical or gas work in a single family dwelling with a suite are to be obtained by certified contractors, as homeowner permits are not allowable. Permits are required for any work, which may have been done without a permit;
- Each suite is to be provided with sanitary facilities, and provisions for laundry facilities;
- One electrical panel serving both a secondary suite and the main dwelling is permitted and may be located anywhere within the dwelling;
- Air from one dwelling unit cannot be circulated to another suite, so a common forced air furnace cannot serve more than one dwelling. If there is a common furnace, the ducts into one unit will have to be closed off inside the fire separation and a different source of heat provided to that unit.

NOTES

1. A 30 MINUTE **WALL FIRE-RESISTANCE RATING** is achieved in existing situations with a minimum of 2" x 4" studs @ 16" o/c. For new construction, 1/2" or 5/8" Type 'X' G.W.B. must be used.
2. A 45 MINUTE **WALL FIRE-RESISTANCE RATING** is achieved with a minimum of 2" x 4" studs @ 16" o/c with 1/2" or 5/8" Type 'X' G.W.B. on each side of the wall.
3. A 1 HOUR **WALL FIRE-RESISTANCE RATING** is achieved with a minimum of 2" X 4" studs @ 16" o/c with 5/8" Type "X" G.W.B. on each side of the wall.
4. A 30-MINUTE **FIRE-RESISTANCE RATED CEILING** is achieved with one layer of 1/2" Type 'X' G.W.B. on wood floor joists @ 16" o/c.
5. A 45-MINUTE **FIRE-RESISTANCE RATED CEILING** is achieved with 5/8" Type "X" G.W.B. fastened to wood floor joists @ 16" o/c.
6. A 1 HOUR **FIRE-RESISTANCE RATED CEILING** is achieved with two layers of 5/8" Type 'X' G.W.B. on wood floor joists @ 16" o/c.

- DOORS that penetrate fire separations are to be fire rated as below and equipped with self-closing devices;
 - For 45 and 30 minute fire separations, a 20 minute rated door is required, but a 1-3/4" (45mm) solid core wood door with a maximum clearance of 1/4" (6mm) at the bottom, and 1/8" (3mm) at the top and sides may be used.
 - For a 1 hour fire separation, a 45 minute rated door is required.
- 120 volt IONIC SMOKE ALARMS are required within each dwelling unit, and are required to be interconnected between floors. Depending on the floor plan, more than one detector may be required in each suite;
- ADDITIONAL 120 Volt PHOTO-ELECTRIC SMOKE ALARMS are required if the required fire separation is to be reduced from 45 minutes to 30 minutes between suites, and again must be interconnected between each suite;
- FIRE SEPARATIONS in dwelling units, exits, and common rooms (such as laundry, storage or furnace rooms) shall be separated from adjacent floor areas by fire separations (drywall) (see notes):
 - having a fire resistance rating of 45 minutes, or
 - having a fire resistance rating of 30 minutes, if used in conjunction with photo-electric smoke alarms;
 - no fire resistance rating if the building is sprinklered.
- FURNACE ROOMS – unless the furnace room is completely contained within the main dwelling, the common walls are to be separated from the suite by the required fire separation. A rated door with self-closing device may also be required. Because of the number of ducts and pipes typically contained within a furnace room, it may be very difficult to provide such separation. The City may accept the installation of a heat detector, in lieu of a proper rated fire separation. For more information, please refer to the City's heat detector bulletin.
- COMBUSTIBLE WATER DISTRIBUTION PIPING may penetrate fire separations if fire-stopped and not in excess of 1-3/16" (30mm);
- COMBUSTIBLE WASTE, DRAIN, AND VENT piping may penetrate a fire separation, provided:
 - it is protected by 1/2" (12.7mm) drywall,
 - the penetration is no bigger than the piping,
 - the combustible piping does not penetrate the gypsum board ceiling membrane;
- EXPOSING BUILDING FACES (exterior walls facing property lines) of a house must have a 45 minute fire rating when within 4'-0" (1.2m) of the property line, and be of non-combustible construction when within 2'-0" (0.6m) of the property line.

- One additional parking space must be provided for the Secondary Suite. This is in addition to the one parking space that is required for a Single Family Dwelling; each space must be capable of independently exiting the property;
- Secondary Suites are not permitted in a basement, if the floor level of that basement is more than 5'-0" below Average Grade.

SECONDARY SUITE BUILDING CODE SPECIFICATIONS

The 1998 BC Building Code, Part 9, governs residential construction, and includes Section 9.36, which details the following Secondary Suite provisions:

- **MAXIMUM SIZE** of the **lesser of 969ft² (90m²)** or 40% of the total habitable floor space of the house.
- Located within a building of residential occupancy containing only one other dwelling unit.
- Located in and part of a building which is a single real estate entity.
- **CEILING HEIGHTS** of Secondary Suites shall not be less than 6'-7" (2m) with no obstructions below this height along the path of exit travel from any portion of the suite;
- **BEDROOMS** must have at least one openable window with a minimum unobstructed openable area of 3.8ft²(0.35m²) with no dimension less than 15" (380mm) in height and width. (Note that 15" X 15" does not provide the minimum required area.) The bottom of the opening must not be higher than 5'-0" (1.5m) from the floor, and the window must be openable from the inside without special knowledge;
- **MINIMUM WINDOW AREAS** – The code requires that a certain amount of natural light be provided to specific rooms within a dwelling. Except for the above noted bedroom window requirement, the code allows the required window area for other rooms to be in any location within a Secondary Suite;
- A **SECOND EXIT** or openable window min. 3'-4" (1m) high, 1'-10" (550mm) wide, located a maximum of 3'-4" (1m) from floor and max. 23'-0" (7m) from grade must be provided, where the primary exit leads to:
 - an exit stair serving both suites,
 - a public corridor serving both suites and served by a single exit stairway,
 - an exterior passageway serving both suites and served by a single passage way,
 - a balcony serving both suites and served by a single exit stairway.
- **EXIT STAIRS** must be a minimum of 2'-10" (860mm) wide;
- **LANDINGS** for exterior stairs serving two suites do not need to exceed 35.5" (900mm) in length;
- **EXIT DOORS** must be a minimum 6'-5" (1980mm) high and 2'-8" (810mm) wide, and are permitted to swing inwards. The door must swing on it's vertical access. A sliding glass door is not permitted as the only exit door from a suite;



Secondary Suites

The purpose of this handout is to outline the City's policy with respect to Secondary Suites.

APPLYING FOR A SECONDARY SUITE PERMIT

- Fully detailed and dimensioned floor plans, showing wall, equipment and window/door layouts, fire separations, smoke alarm locations, routes of exiting, heating, electrical layout, etc.,
- Completed Building Permit Application*
- Completed Letter of Understanding*
- Other documentation as required
- Electrical & Plumbing Permit Applications if required*

*available at C.D. Dept., main floor, City Hall

SECONDARY SUITE BUILDING REQUIREMENTS

- In the City of North Vancouver, a secondary suite must comply with the following provisions:
- Secondary Suites have a minimum size of 400ft² (38m²) and a maximum size of 40% of the total floor area of the building, up to 969ft² (90m²);
- Secondary Suites are only allowed in Single Family Dwellings, not in Duplexes, or Multi-family Residential buildings;
- Secondary Suites are only allowed where the owner of the building lives in the building;
- Secondary Suites must be located in the principal structure on the site. Suites are not allowed in accessory buildings such as garages;
- Only one Suite may be developed per Single Family Dwelling;
- The Zoning Bylaw restricts the number of accessory uses, which may occur in any dwelling unit. Please contact the Business License Inspector for more information regarding the operation of child care facilities and home based businesses in conjunction with a secondary suite;
- A Secondary Suite may not be stratified;