



Secondary Suites bylaws and policies (Updated March 2013)

Twenty-two local governments and one regional district in the Board's area have a secondary suite bylaw or policy which includes restrictions. Minimum requirements for secondary suites are covered in the *BC Building Code*, Section 9.36. This matrix provides an overview and is for your reference. Please refer to the bylaw or policy for more information. Double click on each bylaw to open a new web page to view the full bylaw.

If you have questions, please contact Harriet Permut, Manager, Government Relations at hpermut@rebqv.org or 604.730.3029.

| | Anmore Village of | Belcarra Village of | Burnaby City of | Coquitlam City of |
|---|---|---|---|--|
| Bylaw or Policy | Village of Anmore Zoning Bylaw, 2004, No. 374 | Village of Belcarra Zoning Bylaw, 1996, No. 253 | Burnaby Zoning Bylaw, 1965, No. 4742 In-Law Suite Guide | City of Coquitlam Zoning Bylaw, 1996, No. 3000 Secondary Suite Guide |
| "Suite" Defined (What term is used) | Accessory Suite | Accessory Suite | In-law Suite | Secondary Suite |
| Zoning (Which zoning areas allow suites) | Single Family Residential Zone | Single Family Residential Zone | Residential Zones Single | Single Family Residential Zone |
| Type of Suite | Located within a principal building or an accessory building | Located within a principal building or an accessory building | Located within a dwelling unit occupied by the owner or his tenant | Must be contained within the principal building and not in a detached accessory building |
| Number of Suites Allowed | Not more than 1 suite per parcel of land | Not more than 1 suite per parcel of land | Not more than 1 suite in any dwelling unit | Only 1 secondary suite is permitted in a single family residential use |
| Size of Suite | Maximum floor area is the lesser of 120 m ² or 40% of the floor area of the principal building. An accessory Suite within an accessory building shall not have a floor area that exceeds 100m ² | Maximum floor area 75 m ² | | Maximum of 40% of the total floor area of the main dwelling unit |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | | May only be occupied by: parents, grandparents, children, grandchildren, or siblings (and their spouse and dependent children) of the owner or tenant of the principal building. Also, a person employed on a full-time basis to provide personal care services to family of the owner or tenant. | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | | An in-law suite is permitted only within a dwelling occupied by the owner or his tenant. | |
| Number of Occupants Allowed (Is there a maximum set) | | | Number of adults accommodated by an in-law suite shall not exceed 2 | |
| Parking Requirements (Additional off-street parking for the suite) | 2 additional off-street parking spaces required | 1 additional off-street parking space required | | 1 additional off-street parking space required |
| Suites in New vs. Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites) | | | | Secondary Suites in homes built before July 1, 2000 |
| Fees (Registration, inspection, building permit and other fees for suites) | \$500 building permit application fee | \$75 building permit application fee; \$217.67 annual garbage disposal fee Belcarra Fees | \$130 application for suite fee; \$30 annual in-law suite licence fee; \$209.70 building permit application fee | Home with an authorized suite = Utility Tax + 40%; \$70 (plus 1% of the value of construction) building permit application fee |
| Notes | | | | |



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| | Delta Municipality of | Lions Bay Village of |
|--|---|---|
| Bylaw or Policy | Delta Zoning Bylaw, No 2750 Secondary Suites Guide Secondary Suites Brochure | Zoning Amendment Bylaw No.423, 2010 Secondary Suites Surcharge Bylaw, 2011, No. 427 Secondary Suites Guidelines Secondary Suites Guide |
| "Suite" Defined (What term is used) | Secondary Suite | Secondary Suite |
| Zoning (Which zoning areas allow suites) | Single Family Residential Zone | Single Family Residential Zone |
| Type of Suite | Zoning allows for a suite to be contained within the principal building with the exception of the RS9 zone which allows a detached secondary suite, known as a coach house | Dwelling unit accessory to a single family dwelling use. Must not be detached from the principal building |
| Number of Suites Allowed | Maximum of one suite to lot | Only one suite per single family dwelling |
| Size of Suite | Minimum of 33 m2, maximum floor area of 90 m2, not to exceed 40% of the total floor area of the building | Maximum floor area of 90 m2, not to exceed 40% of the total floor area of the building |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | Boarders and lodgers are not permitted in a single family house that contains a secondary suite | A registered owner must occupy the principal residence or the secondary suite |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | A registered owner must occupy the principal residence or the secondary suite |
| Number of Occupants Allowed (Is there a maximum set) | | |
| Parking Requirements (Additional off-street parking for the suite) | 1 additional off-street parking space is required | 1 additional off-street parking space per dwelling unit |
| Suites in New vs Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government web sites) | | |
| Fees (Registration, inspection, building permit and other fees for suites) | | \$500 |
| Notes | The secondary suite bylaws were adopted July 26, 2010. After December 31, 2010 a \$200 daily fine will come into effect for property owners who have more than one secondary suite in a single family dwelling; have a secondary suite that does not comply with the <i>BC Building Code</i> ; or have insufficient off-street parking. | July 19, 2010 Council adopted a new Zoning bylaw amendment legalizing the construction of new secondary suites after Sept. 7, 2010 and a policy regarding how new regulations will apply to suites built before Sept. 7, 2010 |
| Fees (Registration, inspection, building permit and other fees for suites) | | |
| Notes | | |



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| | Maple Ridge District of | New Westminster City of | North Vancouver City of | North Vancouver District of |
|--|---|---|---|--|
| Bylaw or Policy | Maple Ridge Zoning Bylaw, 1998, No. 5680 Secondary Suites Guide Garden Suites Guide | Zoning Bylaw, 2001, No. 6680 Secondary Suites Guide | Zoning Bylaw, 1995, No. 6700 Secondary Suites Guide | District of North Vancouver Zoning Bylaw, 1065, No. 3210 Secondary Suites Guidelines |
| "Suite" Defined (What term is used) | Secondary Suite and Garden Suites | Secondary Suites | Accessory Secondary Suites | Secondary Suites |
| Zoning (Which zoning areas allow suites) | One Family Residential; Agricultural; Intensive Green house District; Group home; Suburban Residential, Strata; Rural Residential Strata Zones | Single Family Residential Zone | Single Family Residential Zone | Single Family Residential Zone |
| Type of Suite | Secondary Suite must be contained within the same building as the one family residential use. Garden Suite located in a detached accessory building on the same lot as the single family dwelling. | Must be contained within the same structure as the single dwelling | Must be located in the principal structure on the site. Coach houses are also permitted. | Suite designated within a single family residential zone |
| Number of Suites Allowed | Limited to one Secondary Suite per principal dwelling unit. Limited to one Garden Suite per lot. | No house may contain more than one secondary suite | Only 1 suite per single family dwelling | Only 1 suite per single family dwelling |
| Size of Suite | Minimum floor area of 37 m2 and a maximum floor area of 90 m2, not to exceed 40% of the total floor area of the building | Minimum 350 sf and maximum 968 sf, not to exceed 40% of the total floor area of the building | Minimum size of 37.16 m2 and maximum size of the lesser of 90 m2 or 40% of the total habitable floor space of the house | Maximum size of the lesser 90 m2 or 40% of the total habitable floor space of the house |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | | | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | Property owner must reside in either the principal dwelling unit or Secondary Suite. Property owner must reside in either the principal dwelling or the Garden Suite. | | Either the dwelling unit or the secondary suite must be occupied by the registered owner. | Either the dwelling unit or the secondary suite must be occupied by the registered owner. This is also the case for a coach house. |
| Number of Occupants Allowed (Is there a maximum set) | | | | |
| Parking Requirements (Additional off-street parking for the suite) | 1 additional on-site parking spot for exclusive use of occupants of Secondary Suite. 1 additional off-street parking spot for the Garden Suite. | 1 additional off-street parking space per dwelling unit required | 1 additional off-street parking space per dwelling unit | 1 additional off-street parking space per dwelling unit |
| Suites in New vs Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government web sites) | Existing secondary suites checklist New secondary suites checklist | Secondary Suites in homes built before July 6, 1998 Secondary Suites in homes built on or after July 6, 1998 | | |
| Fees (Registration, inspection, building permit and other fees for suites) | \$30.25 inspection paper work fee; \$73.40 inspection registration fee; \$250 suite registration fee; Utility fee 2x for sewer and 1.5x for water. | | Level-A Accessory Coach House Development Permit: \$500. | |
| Notes | Property cannot have both a Secondary Suite and a Garden Suite. | | Coach Houses permitted in some zones Coach Houses | |



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| | Pemberton Village of | Pitt Meadows City of | Port Coquitlam City of | Port Moody City of |
|--|---|--|--|--|
| Bylaw or Policy | Village of Pemberton, Zoning Bylaw 2001, No. 466 | City of Pitt Meadows Zoning Bylaw, 2011, No. 2505 Secondary Suites Guide Garden Suites Guide | Zoning Bylaw, 1987, No. 2240 Secondary Suites Guide | City of Port Moody Zoning Bylaw, 1998, No. 1890 Secondary Suite Guide |
| "Suite" Defined (What term is used) | Accessory Suite | Secondary Suite and Garden Suite | Secondary Suite | Secondary Suite |
| Zoning (Which zoning areas allow suites) | Residential Zone; Agricultural Zone | Single Family Residential Zone, Rural Residential Zone, and Agricultural Zone | Single Family Residential Zone (except in the Riverwood neighborhood); Agricultural Zone | Single Family Residential Zone; Comprehensive Development Zone |
| Type of Suite | Must be located within a principal building, not within an accessory building | Secondary Suite located within the same building as the principal dwelling unit, and not an accessory building. Garden Suite located in a detached accessory building on the same lot as the single family dwelling. | Suite located within a one family residential zone | Suite must be located within the same real estate entity as the principal residence |
| Number of Suites Allowed | Not more than 1 accessory suite is permitted on a parcel of land | Limited to one Secondary Suite per principal dwelling unit. Limited to one Garden Suite per lot. | 1 suite permitted within a building for one family residential use containing only 1 other dwelling | Suite shall be located within a building of residential occupancy containing only 1 other dwelling unit |
| Size of Suite | Maximum floor area of 75 m ² | Secondary Suite shall not occupy more than 40% of the total floor area of the dwelling unit. Garden Suite area of not less than 33 sq m and not more than the lesser of 90 sq m and 10% of lot area. | Maximum floor space not exceeding 90 m ² or 40% of the total habitable floor space of the house | Maximum floor space not exceeding 90 m ² or 40% of the total habitable floor space of the house |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | | | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | Property owner must reside in either the principal dwelling unit or Secondary Suite. Property owner must reside in either the principal dwelling or the Garden Suite. | | |
| Number of Occupants Allowed (Is there a maximum set) | | | | |
| Parking Requirements (Additional off-street parking for the suite) | 1 additional off-street parking space per dwelling unit required | 1 additional on-site parking spot for exclusive use of occupants of Secondary Suite. 1 additional off-street parking spot for the Garden Suite. | | 1 additional off-street parking space per dwelling unit required |
| Suites in New vs. Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites) | | Secondary Suites that existed before the adoption of the Zoning Bylaw No. 2505 (October 4, 2011) may comply with the Minimum Building Requirements as set out in Section 17 of the Building Bylaw No. 2131 and receive a "Certificate of Inspection" in order to be considered legal with a valid suite licence. | | |
| Fees (Registration, inspection, building permit and other fees for suites) | Building permit application fee charged according to square footage; \$220.39 additional annual sewer fee for suite; \$166.49 additional annual water fee per suite | Building permit fee is 1% of construction value for Secondary and Garden Suites. \$50 application fee for a Secondary Suite licence. \$400 development permit for Garden Suite and \$50 application fee | Building permit application fee is based on the value of construction; additional garbage collection fees apply to a home suite; \$306 annual sewer fee; \$417 annual water charge unless occupied by a relative of the owner or a caregiver | A deposit fee is paid at time of application; the permit fee is based on calculated construction value; a damage bond may also be required |
| Notes | Not permitted in a duplex. | Property cannot have both a Secondary Suite and a Garden Suite. | | |



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| | Richmond City of | Squamish District of | Squamish-Lillooet Regional District Area A & B | Squamish-Lillooet Regional District Area C |
|--|---|--|---|---|
| Bylaw or Policy | Richmond Zoning and Development Bylaw, 2009, No. 8500 Secondary Suites Guide | Squamish Zoning Bylaw, 2011, No. 2200 | Squamish-Lillooet Regional District Zoning Bylaw, 1999, No. 670 | Squamish-Lillooet Regional District Zoning Bylaw, 2002, No. 765 |
| "Suite" Defined (What term is used) | Secondary Suite | Secondary Suite | Secondary Suite | Secondary Suite |
| Zoning (Which zoning areas allow suites) | Single Family Residential Zone; Agricultural Zone | Single Family Residential Zone | Single Family Residential Zone; Rural Residential Zones | Single Family Residential Zone; Rural Residential Zones |
| Type of Suite | Suite must be completely enclosed within the same building as the dwelling unit and not in a detached accessory building | Suite located within a single-unit dwelling, within a detached accessory building or within a townhouse dwelling unit | Suite located within in a single dwelling | Suite located within in a single dwelling |
| Number of Suites Allowed | 1 secondary suite allowed per one family dwelling | 1 suite allowed per single family dwelling and per townhouse | 1 suite allowed per single dwelling | 1 suite allowed per single dwelling |
| Size of Suite | Maximum floor space not exceeding 90 m ² or 40% of the total habitable floor space of the house | Suites in accessory buildings shall not exceed 116 m ² Suites within a single unit dwelling shall not exceed 90 m ² or 40% of the total inhabitable floor space of the house. | Maximum floor area of 75 m ² or less | Maximum floor area of 75 m ² or less |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | | | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | | | |
| Number of Occupants Allowed (Is there a maximum set) | | | | |
| Parking Requirements (Additional off-street parking for the suite) | 1 additional off-street parking space required on a lot fronting on an arterial road | 1 additional off-street parking space per dwelling required | 1 additional off-street parking space per dwelling required | 1 additional off-street parking space per dwelling required |
| Suites in New vs. Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites) | Existing Secondary Suite, Section 5.4 of Zoning Bylaw | | | |
| Fees (Registration, inspection, building permit and other fees for suites) | Building permit application fee equal to 50% of the building permit fee (see bylaw for calculations of fee amount). Before submitting plans the applicant is to request an on-site inspection of the premises. A fee of \$110 is payable for a Building & Plumbing/Gas Inspector to conduct the on-site inspection. | Minimum plan processing fee \$75 | Minimum building permit application fee of \$105 | Minimum building permit application fee of \$105 |
| Notes | Coach Houses, Section 8.3 of Zoning Bylaw - Coach houses allowed with single detached houses that have vehicle access from a rear lane. A city water meter must be installed in a home with a secondary suite. | | | |



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| | Squamish-Lillooet Regional District Area D | Sunshine Coast Regional District A | Sunshine Coast Regional District B,D,E &F |
|---|---|--|--|
| Bylaw or Policy | Squamish-Lillooet Regional District Zoning Bylaw, 1994, No. 540 | Sunshine Coast Zoning Bylaw, 1990, No.337 (Area A) | Sunshine Coast Zoning Bylaw, 1987, No.310 (Area B, D, E & F) |
| "Suite" Defined (What term is used) | Secondary Suite | Auxiliary Dwelling Unit | Auxiliary Dwelling Unit |
| Zoning (Which zoning areas allow suites) | Brittania Beach Residential One Zone | On parcels exceeding 2,000 m ² ; Residential One Zone; Residential Two Zone On Parcels exceeding 3,500 m ² ; Country Residential One Zone; Rural One Zone | On parcels exceeding 2,000 m ² ; Residential One Zone; Residential Two Zone; on parcels exceeding 3,500 m ² ; Country Residential One Zone; Rural One Zone |
| Type of Suite | Suite located within a single dwelling | Cottage or suite | Cottage or suite If it is a free standing dwelling unit, it shall not include a garage as a part of the building. |
| Number of Suites Allowed | 1 suite allowed per single dwelling | 1 cottage or suite | 1 cottage or suite |
| Size of Suite | Maximum floor area of 75 m ² or less | Maximum floor area of 55 m ² | Maximum floor area of 55 m ² |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | | |
| Number of Occupants Allowed (Is there a maximum set) | | | |
| Parking Requirements (Additional off-street parking for the suite) | 1 additional off-street parking space per dwelling required | 1 additional off-street parking space per dwelling required | 1 additional off-street parking space required per dwelling unit |
| Suites in New vs Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites) | | | |
| Fees (Registration, inspection, building permit and other fees for suites) | Minimum building permit application fee of \$105 | | |
| Notes | | | |



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| | Vancouver City of | West Vancouver District of |
|---|--|---|
| Bylaw or Policy | Zoning and Development Bylaw, 1997, No. 3575 Secondary Suites Guide Laneway Housing Information Secondary Suite Inspection Fee Bylaw, 1989, No. 6553 | Zoning Bylaw, 2010, No. 4662 Secondary Suite Program |
| "Suite" Defined (What term is used) | <p>Secondary Suite</p> <p>Laneway House</p> | <p>Secondary Suite</p> |
| Zoning (Which zoning areas allow suites) | <p>Secondary Suites are permitted in all single-family and multi-family areas. In 2009, zoning changes were approved for secondary suites within apartments in major commercial areas, the Downtown and South East False Creek. In 2009 laneway housing was approved in RS-1 and RS-5 single-family districts.</p> | <p>Single and multi-family residential zone</p> |
| Type of Suite | <p>A suite is a dwelling other than the principal dwelling, located in single detached, attached, duplex and condominiums. Laneway home is a smaller detached home, located where a garage would normally go on a single-family lot.</p> | <p>A separate residential unit within a home, generally located in the basement, and significantly smaller than the dwelling in which it is located.</p> |
| Number of Suites Allowed | <p>Allowed to have 1 suite in every detached single family home. Allowed to have 1 laneway house in the backyard with access to an alley. Lot has to be 33feet or wider and in RS-1 and RS-5 zoning.</p> | <p>Not more than 1 in-law suite shall be permitted in any single family dwelling.</p> |
| Size of Suite | <p>Secondary suite, minimum 400 sq. ft. and maximum 1,000 sq ft, not to exceed 30% of the gross floor area of the dwelling.</p> | <p>Minimum floor area of 40% of the square footage of the home or up to a maximum 968sq.ft, which ever is less.</p> |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | | |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | | <p>Owner must occupy either the principle dwelling or the suite, or hire a property manager with an address in West Van, North Van City or District who will manage the tenancies of both dwellings. Property manager's name and contact info must be provided to the District of West Vancouver.</p> |
| Number of Occupants Allowed (Is there a maximum set) | | |
| Parking Requirements (Additional off-street parking for the suite) | <p>Homes built before April 20, 2004: 1 on-site parking space. Homes built on/after April 20, 2004: 2 on-site parking spaces (one for primary dwelling and one for suite)</p> | <p>1 additional off-street parking space required for the exclusive use of the suite and 2 parking spaces for the exclusive use of the principle dwelling if walking distance to a bus stop is more than 60.9m</p> |
| Suites in New vs Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites) | <p>Building New or Legalizing Existing Secondary Suites</p> <p>Building a New Laneway House</p> <p>Laneway Housing How-To Guide</p> | |
| Fees (Registration, inspection, building permit and other fees for suites) | | <p>\$450 application fee</p> |
| Notes | | <p>Secondary Suites FAQs</p> |



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|---|---|
| | Whistler Resort Municipality of |
| Bylaw or Policy | <u>Zoning and Parkign Bylaw, 1983, No. 303</u> |
| "Suite" Defined (What term is used) | Auxiliary Residential Dwelling Unit |
| Zoning (Which zoning areas allow suites) | Various zones allow units - refer to bylaw |
| Type of Suite | In the Rural Resource and Tourist Pension Zones: the dwelling unit must be contained within a principal residential building. In the Residential and Institutional Zones the dwelling unit can be in either the principal building or an auxiliary building |
| Number of Suites Allowed | |
| Size of Suite | 90 m2 maximum |
| Who can Occupy the Suite (Are there restrictions on who can occupy a suite) | Light Industrial Two and Three zones, and Community and Infrastructure One and Leisure Park One - auxiliary dwelling unit for caretaker or watchman only |
| Owner Occupation (Is the owner required to occupy either the principal building or the suite) | |
| Number of Occupants Allowed (Is there a maximum set) | |
| Parking Requirements (Additional off-street parking for the suite) | 1 off-street parking space required per dwelling unit |
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