



DISTRICT OF LAKE COUNTRY

POLICY 09.104

Secondary and Accessory Suite Policy

The following was adopted as Policy at the Regular Council Meeting held on October 20, 2009.

Resolution 09.10.385

Moved by: Councillor Rees

Seconded by: Councillor Leamont

Policy

1. Property owners will apply for a Certificate of Registration for their Secondary Suite or Accessory Suite through the Building Department.
2. After application, the Building department will undertake an initial inspection of the suite and identify any deficiencies. The inspection is to confirm that an Existing Suite constructed without a building permit complies with the requirements for a Certificate of Registration found in the Building bylaw, or that a new suite complies with the Building Code requirements for Secondary or Accessory Suites.
3. If a suite does not comply with the applicable requirements, the Building Inspector will identify the deficiencies on the checklist and provide a copy to the applicant.
4. Development Cost Charges (DCCs) will be charged in accordance with the Development Cost Charges bylaw. It is anticipated that most suites will have a construction value of under \$50,000, and DCCs will not apply. If construction value is over \$50,000, then DCCs will apply.
5. The application will then be referred to:
 - a) The Engineering department will identify compliance with the Highway Access and Driveway Regulation bylaw. If the property with an existing suite does not have a valid Access Permit, owners will not be required to apply for one unless work must be completed to comply with the bylaw.
 - b) The Building department will assess charges to water and sewer provision, including charges for municipal services, information from private utilities and well and surface water covenants, as required by the Building bylaw.
 - c) The Building department will create a new civic address. Secondary Suites will receive a street address with an 'S' appendage, while Accessory Suites will receive a street address with an 'A' appendage.

6. The Building department will complete a follow-up visit to ensure all deficiencies are corrected.
7. If the applicant chooses not to correct the deficiencies the Building Inspector may bring forward a Notice on Title. If there are serious health and safety concerns the Council may take additional action to remedy the situation.
8. If all deficiencies are completed, the Building Inspector will approve the issuance of a Certificate of Registration on payment of any applicable pro-rated water and sewer fees.
9. Registration will be forwarded to the Finance Department to ensure utility fees are levied for Registered Secondary and Accessory Suites.

Mayor

Clerk

