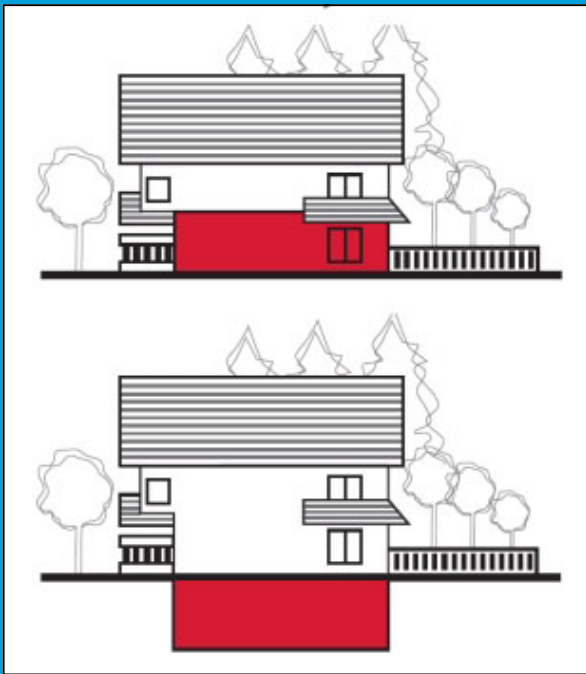


SECONDARY SUITES



DEPARTMENT OF
COMMUNITY PLANNING
AND BUILDING

SECONDARY SUITES are separate designated dwelling units within a single family dwelling or side of a duplex and contain one or more bathrooms, cooking facilities, and areas for living and sleeping.

A secondary suite can be used as a rental unit for tenants, to support ‘aging in place’, to provide more affordable options for renters, and to assist new homeowners with their mortgage.

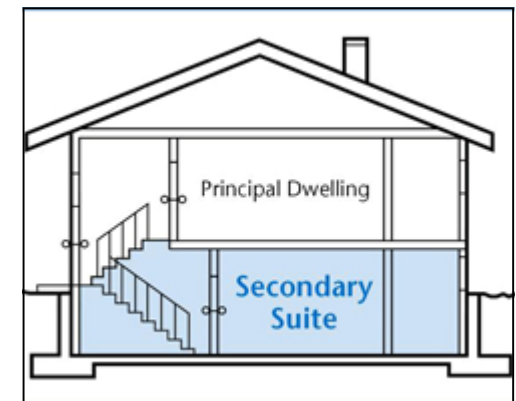
Secondary suites are for **long term rentals only**. They are not to be used for vacation rentals, and their use specifically excludes tourist accommodation or bed and breakfast.

SIZE REQUIREMENTS

The City’s zoning bylaw regulates the size of secondary suites by requiring that the minimum floor area of a secondary suite is 30 sq m (323 sq ft).

OTHER CONSIDERATIONS

- One secondary suite is permitted per single family home or duplex unit in the following zones:
 - RS-1, RS-2, RS-3, MH-1, A-1, C-3, CD-6, CD-14, CD-16B, CD-17, CD-18, CD-20, CD-35, SLR-1, RSC-3, RHD-4



- Requires a building permit to construct and must comply with the current BC Building Code.
- Must be wholly contained within the single family dwelling or duplex dwelling.
- When rented to a tenant for income purposes, a business license is required and shall be renewed each year.
- Requires one additional off-street parking space for the suite.
- Are ineligible for ‘residential family rates’ for utilities.
- Homeowners are responsible for paying two garbage and recycling fees.
- A home containing a secondary suite shall not also contain accommodations for tourists, such as short term vacation rentals or beds and breakfast.
- A secondary suite shall not create noise, traffic or nuisance over and above what would normally be expected in a single family residential district.

FOR MORE INFORMATION

General	planning@parksville.ca
Building Permits	building@parksville.ca
Business Licensing	bylaw@parksville.ca
Taxes and Utilities	txub@parksville.ca

Section 613 of *Zoning and Development Bylaw, 1994, No. 2000*:

<https://parksville.civicweb.net/filepro/documents/19699/>

Photo Captions

Cover photo: “secondary-suite-drawing” by City of Calgary .

Inner photo: “Secondary_Suite_Graphic” by District of Sechelt.

Information is for convenience only. Contact department staff to discuss current and applicable bylaws



DEPARTMENT OF COMMUNITY PLANNING AND BUILDING

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