



## CITY OF COURTENAY

Building Division  
830 Cliffe Avenue  
Courtenay, BC V9N 2J7  
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# Requirements For Secondary Suites

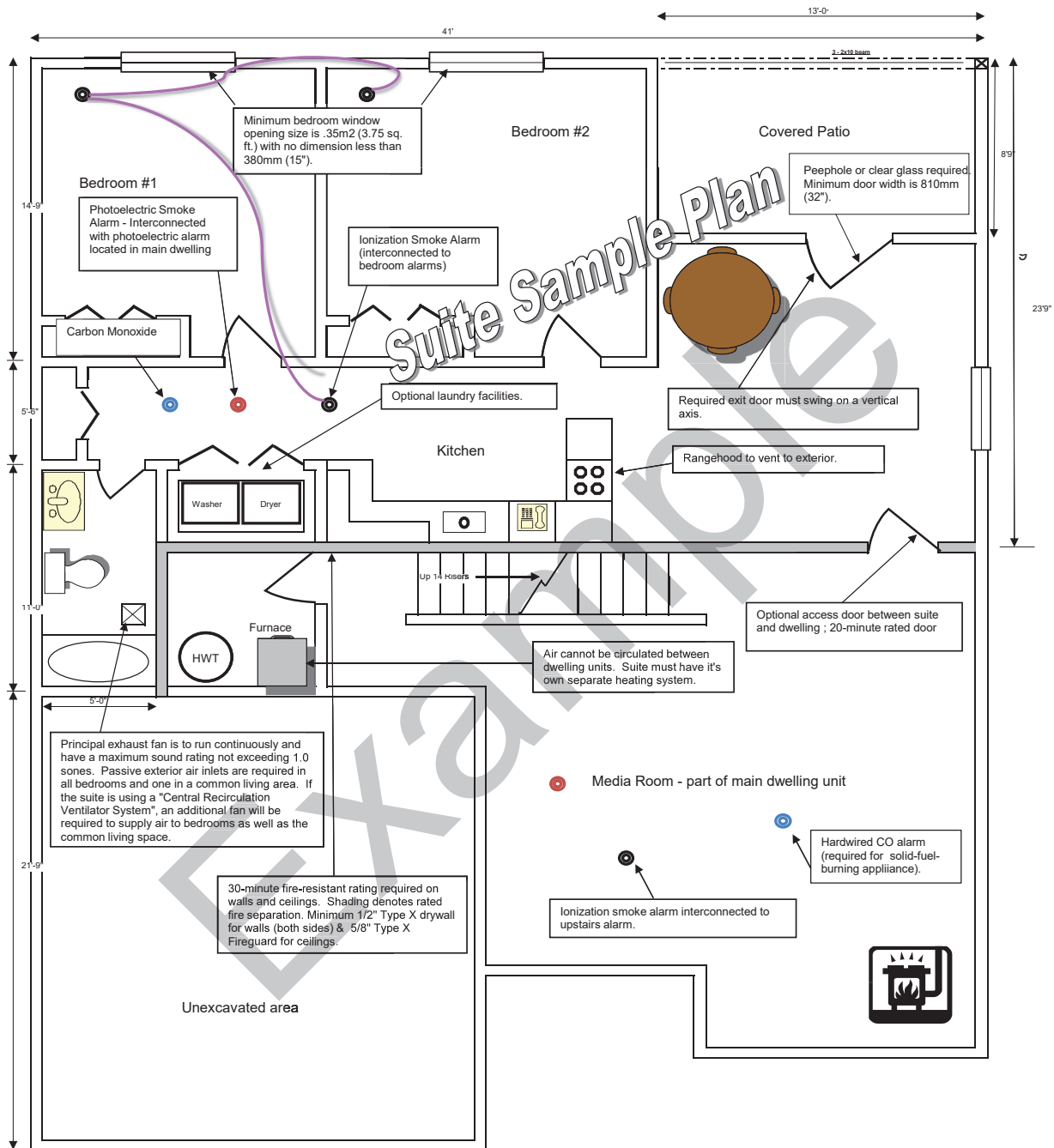
**“Secondary Suite” means a *dwelling unit* which is accessory to the principle use being made of the lot upon which the secondary suite is located:**

- (a) having a floor space less than 40% of the habitable floor space of the building;
- (b) located within a building of residential occupancy containing only one other dwelling unit; and
- (c) located within and a part of a building that is classified as a single real estate entity.

## SECONDARY SUITE APPLICATION SUBMISSIONS FOR BUILDING PERMIT

- Building Permit Application (please see the digital Building Permit Application Procedure Handout), as well as Owner's Authorization Form, and Damage to Infrastructure form.
- Copy of Certificate of Title (Title certificates are only valid thirty (30) days from when they are downloaded from Land Titles; City Staff are able to “pull” title for your application, a charge will be applied when your application is submitted to the Building Division).
- Plans showing all the required information:
  - Floor plans drawn to scale showing
    - The overall floor plans for the existing building with dimensions
    - Fire separation location, rating and construction details
    - Fire resistance rating and details of load bearing elements (walls, beams, columns)
    - Proposed sound rating assemblies and details
    - Heating and ventilation details
    - Suite layout showing room users, door sizes and swing, bedrooms, etc. with dimensions
    - Bedroom window sizes, including location and dimensions of window wells
    - Smoke alarm locations and type
    - Mechanical room location and separation.
  - Calculation of floor area (suite must not exceed 40% of the habitable floor space of the building)
  - A site plan showing the access to the Secondary Suite

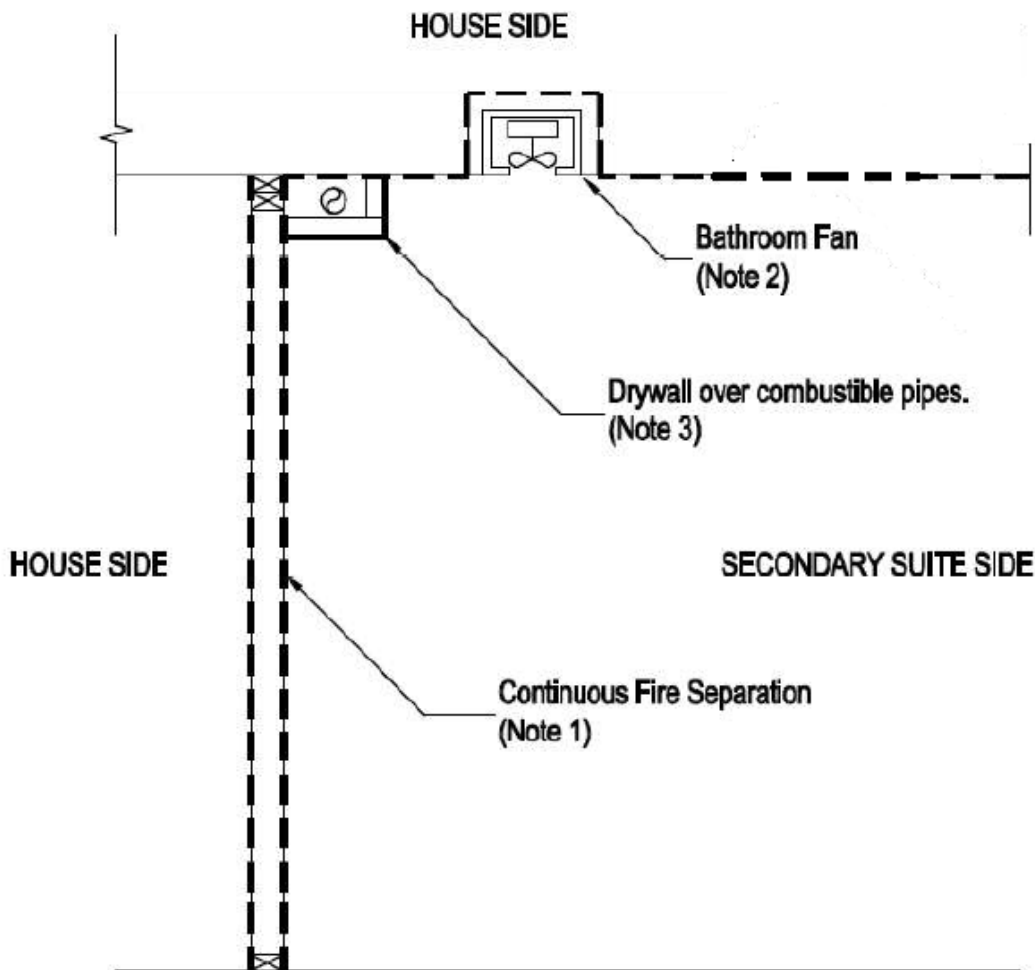
# Suite Plan - Example



**Basement floor layout**

Suite area is 916 square feet (85 sq metres)  
 Total Floor area of building is 2766 sq. ft.  
 Suite takes up 33% of total floor area (maximum is 40%)  
**CALCULATION NEEDS TO BE PROVIDED**

# Fire Separation Example



-(Note 1) Rated gypsum board is required on both sides of walls and underside of joists separating the house from the secondary suite.

-(Note 2) Openings for bathroom fans, pot lights larger than 5" or any other opening greater than 25 square inches in a fire separation shall be lined with rated gypsum board to maintain the fire separation. Joints in the gypsum board shall be taped and filled and fasteners shall be filled.

-(Note 3) Combustible plumbing pipes shall be covered by gypsum board.