



CITY OF COURTENAY
Building Division
830 Cliffe Avenue
Courtenay, BC V9N 2J7
Email: building@courtenay.ca

Requirements For Secondary Suites

“Secondary Suite” means a *dwelling unit* which is

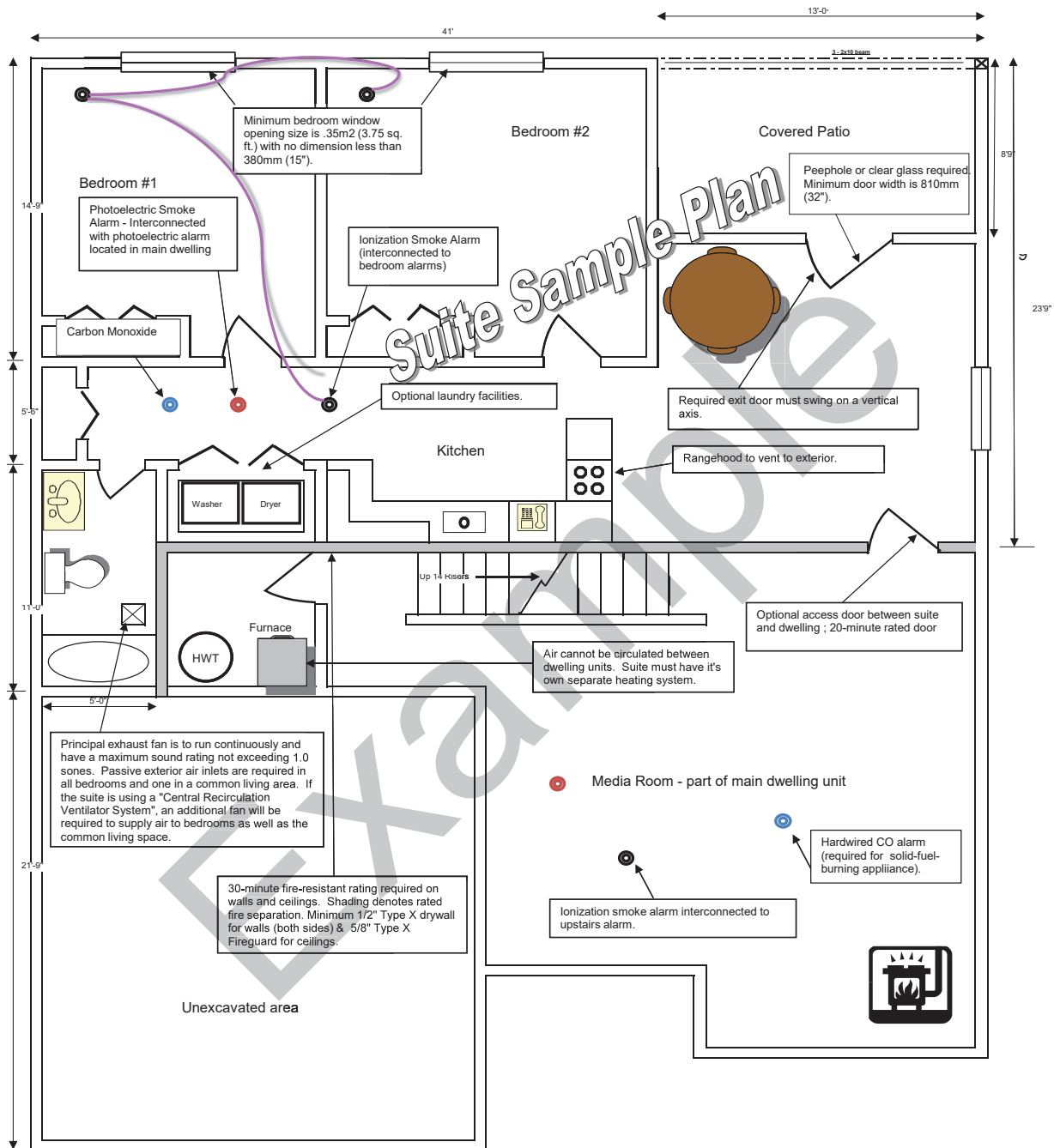
- (a) ...
- (b) ...

SECONDARY SUITE APPLICATION SUBMISSIONS FOR BUILDING PERMIT

- Building Permit Application (please use the digital Building Permit Application 7)
- Copy of Certificate of Title (please use the digital Building Permit Application 7)
your application, a charge will be applied (please use the digital Building Permit Application 7)
- 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 (please use the digital Building Permit Application 7)
 - Suite layout showing room uses, door sizes and swing, bedrooms, etc. with dimensions
 - Bedroom window sizes, including location and dimensions of window wells
 - Smoke alarm locations and type
 - A site plan showing the access to the Secondary Suite (please use the digital Building Permit Application 7)

In Addition to the above submission requirements, please refer to Zoning Bylaw 2500, 2007, Section 6.19.1 for additional conditions applicable to Secondary Suites.

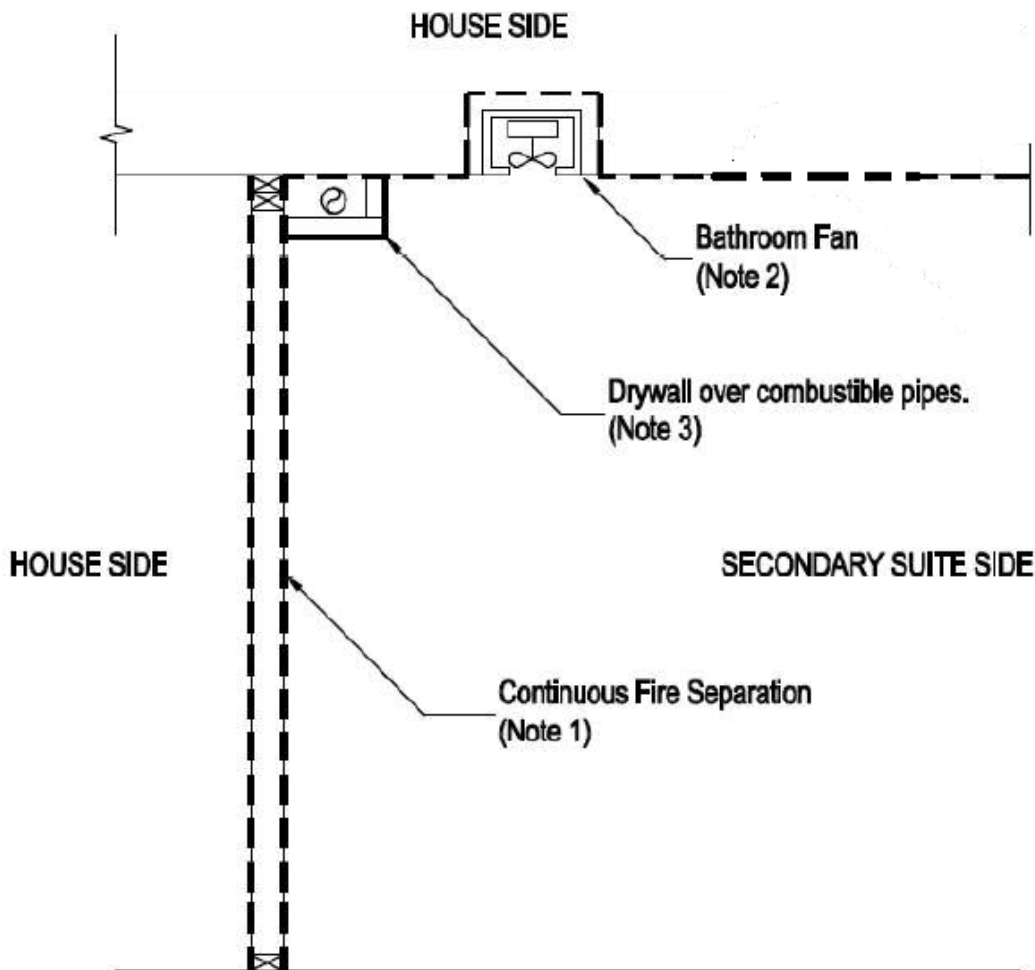
Suite Plan - Example



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

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.