



CITY OF COURTENAY

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

Requirements For Secondary Suites

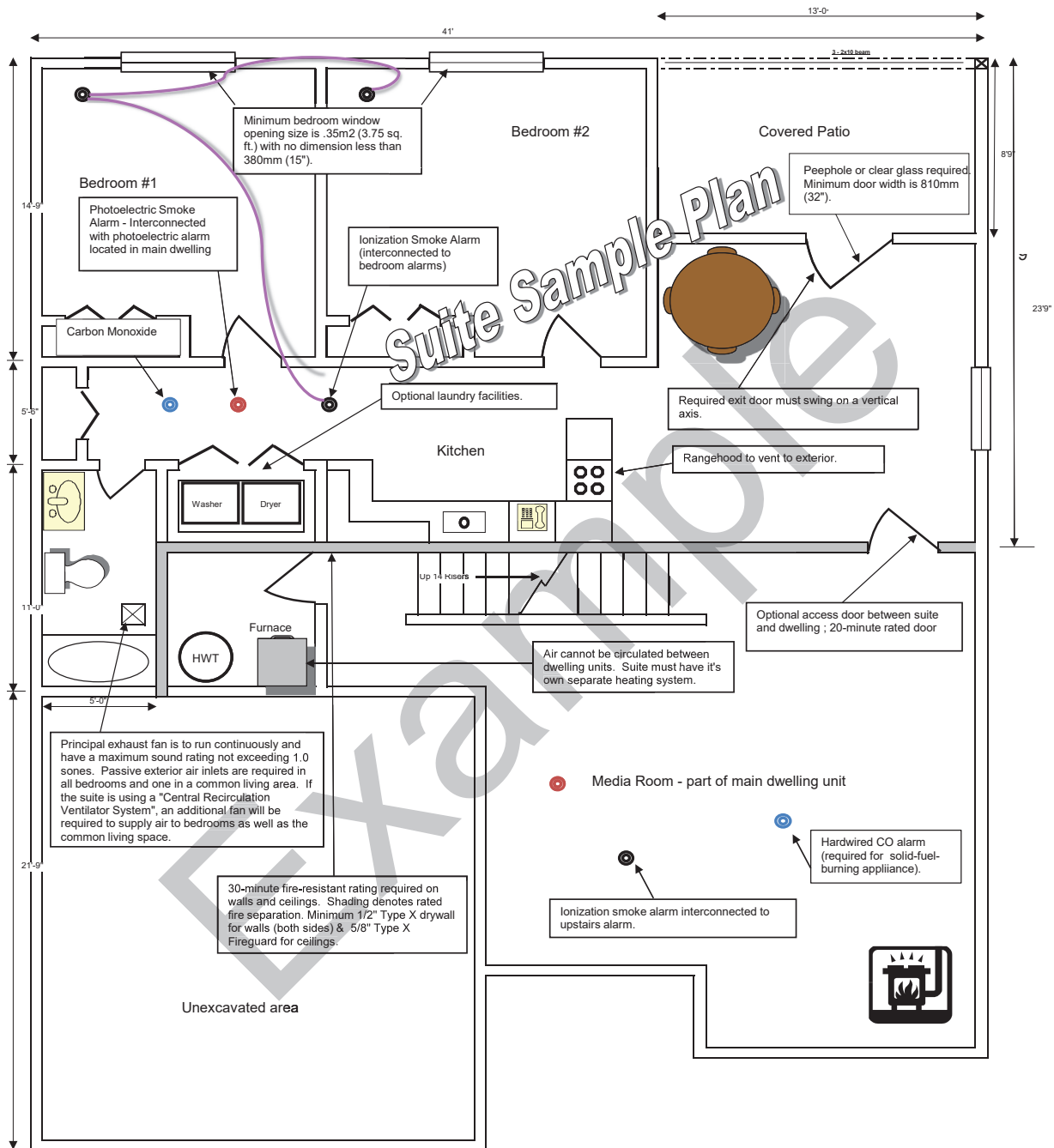
“Secondary Suite” means a *dwelling unit* which is accessory to the principle use being made of the lot upon which the secondary suite is located:

- (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

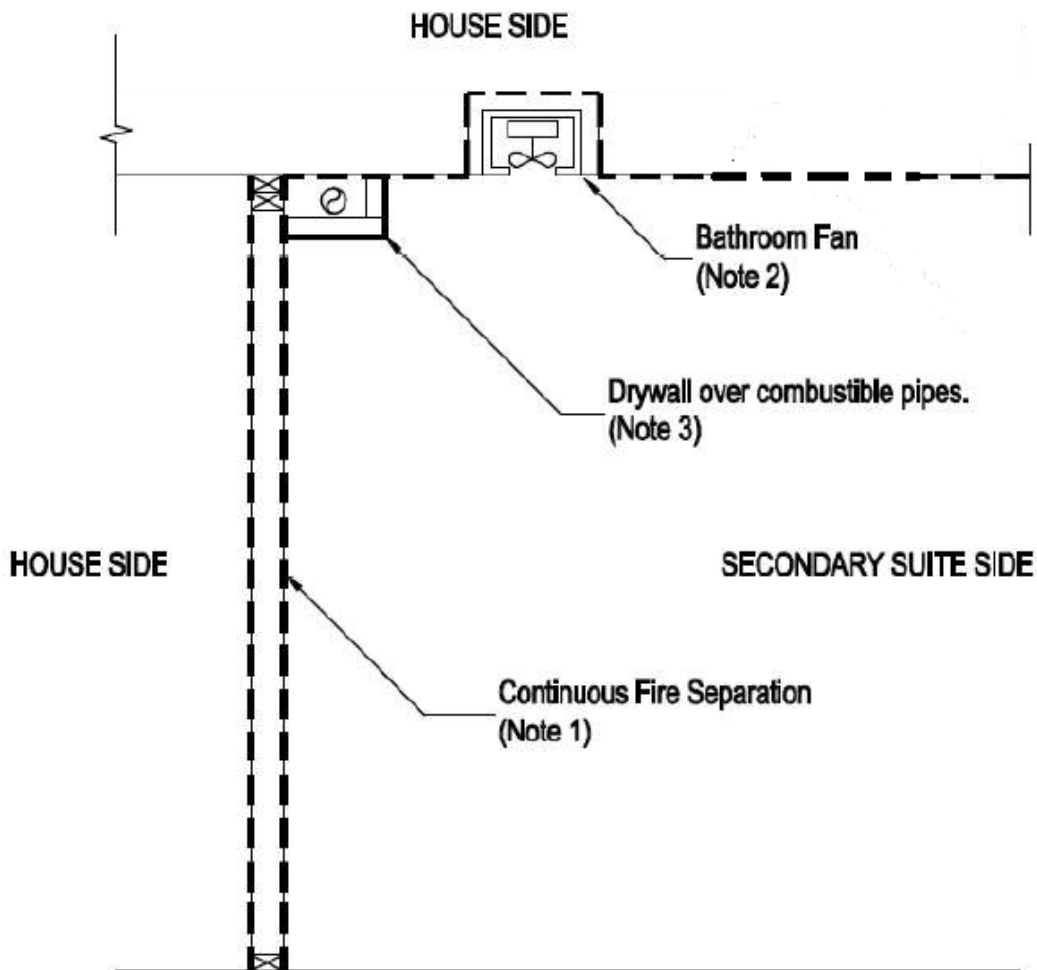
Suite Plan - Example



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.