

#	Community	Unauthorized Secondary Suites	Suite Removal	Enforcement	Penalties for Illegal Suites	Website
1	View Royal (Victoria)	<p>To decommission a secondary suite, the kitchen facilities must be removed as per the "Guide to Decommissioning Secondary Suites".</p> <p>In addition, the owner may also elect to remove the bathroom facilities and/or create a permanent opening between the space and the principal dwelling.</p> <p>To create opening(s) between the suite and principle dwelling The requirements are:</p> <ul style="list-style-type: none"> ☑ Permanent removal of any door(s) and door frame(s) between the suite area and the principle dwelling, ☑ Ensure the new opening has a minimum opening of 860 mm or is equal to the width of the existing corridor. ☑ Finish the opening with a finish material (drywall, wood or other code acceptable material). Any exterior walls will require the vapour barrier to be properly repaired and inspected. ☑ A building permit is required. 	<p>To permanently remove the cooking facilities the requirements are:</p> <ul style="list-style-type: none"> ☑ Permanent removal of the hood fan and all cooking facilities (including, but not limited to stoves, microwaves, convection ovens, cook tops, hot plates, camping stoves, barbeques, crock pots, electric fry pans, rice cookers, woks, grills and griddles). ☑ For electrical cooking facilities, an electrical permit is required. The stove, hood fan and all associated wiring is to be removed. Proof of electrical permit and inspection is to be submitted. <p>A building permit will be required for the re-sealing of the vapour barrier and building envelope.</p> <ul style="list-style-type: none"> ☑ Removal of all kitchen plumbing and cabinetry. ☑ Please confirm with Building Inspections which permits are required. 		<p>Any person who contravenes any provision of this bylaw commits an offence punishable on summary conviction and shall be liable to a fine of not more than \$1,000.00 for a first offence and for each subsequent offence to a fine of not more than \$2,000.00</p> <p>A separate offence is deemed to be committed on each day during which the contravention occurs or continues.</p>	<p>https://www.viewroyal.ca/assets/Town~Hall/Documents-Forms/Administration/6400-038%20-%20Decommissioning%20Secondary%20Suites%20Policy.pdf</p>

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2	Abbotsford	<p>If the City becomes aware of an unauthorized suite, either through a Bylaw complaint or other means, a thorough investigation will be conducted by City Bylaw Officers to determine whether a suite removal permit is required.</p> <p>Typically, when there is a separate area downstairs that has locking doors separating it from the remainder of the principal dwelling and it has a kitchen with a cooking device, it is considered a separate dwelling unit.</p>	<p>If an owner chooses to remove a suite independent of a Bylaw complaint or Services file, a suite removal fee of \$75 is to be paid (this fee is increase to \$260 where there are two (2) or more non-conforming suites being removed).</p>	<p>An inspection is done by a City official to confirm the suite has been removed. Once the City has confirmed that the suite is removed, the property tax base is changed.</p> <p>Any suites not removed by May 1 will have the \$260 infrastructure fee included in the property tax notice for that current year.</p>	<p>Property owners with unauthorized suites may be subject to a \$500 fine per day under the Bylaw Enforcement Bylaw No. 3017-2020 for every day that a suite is not registered.</p> <p>To avoid being fined, property owners must register their secondary suites with the Building Permits & Licences Division.</p>	Secondary Suites City of Abbotsford
3	Coquitlam		<p>Choose from one of the following options to remove a secondary suite:</p> <p>Option 1: Remove Cooking Facilities This option involves removing all types of cooking facilities. Obtain a gas or electrical permit from the Technical Safety BC (TSBC) for the removal of a stove. Remove the stove and terminate all associated gas piping or wiring at the wall. Call the Technical Safety BC Inspector for inspection, fill out the Suite Removal Form (PDF), and submit it to Building Permits.</p> <p>Option 2: Remove Locks to Create One Dwelling The unauthorized suite has to be permanently open and accessible to the rest of the house. Remove the locks from doors between the suite and main dwelling. If a door does not connect the suite and the main dwelling unit, a passageway between the two units must be established. Fill out the Suite Removal Form (PDF) and submit it to Building Permits Counter at City Hall or email Building Permits.</p>	<p>Once either the cooking facilities are removed or the locks are removed, call the Technical Safety BC Inspector for inspection.</p> <p>Once approved by Technical Safety BC, fill out the Suite Removal Form (PDF), and submit it to Building Permits Counter at City Hall or email to Building Permits.</p>	<p>How can you remove a secondary suite?</p> <p>If you have a legal secondary suite and no longer wish to rent it out, you can decommission it. The benefits to you are the additional space available for your personal use and that you will no longer be charged the 40% tax surcharge that was added to your utility bill.</p> <p>You must apply for suite removal by December 31 to qualify for an adjustment in the next year.</p>	FAQs • Coquitlam, BC • CivicEngage

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4	Edmonton	If the City receives a complaint about an illegal suite, it will investigate the complaint and if an unpermitted suite is confirmed, the homeowner will be advised of the options: upgrade or decommission the suite.	Pay non-compliance fine or penalties for proceeding without the appropriate municipal approvals. To decommission the suite includes - removing the lock on the suite door, - removing the stove or range, - and completely removing the 220v plug and breaker from the panel.	What happens if I don't get a permit for my secondary or garden suite? Any Secondary Suite, regardless of construction year, that exists without the required development permit will be charged double the regular application fees.	Any suites that are investigated by the City and found to not have a valid development permit in place are subject to an initial fine of \$1000, with subsequent fines for ongoing offences up to \$2500. You will then be required to either decommission your suite or apply for permits.	Secondary Suites Frequently Asked Questions City of Edmonton
5	Foothills County	What happens if I don't get approvals for my Secondary Suite? If you have not brought an existing Secondary Suite into compliance within the required two year grace period (April 17, 2021) or you fail to get approvals for a new Secondary Suite, enforcement measures will be undertaken.		You will be required to complete one or all of following: Apply for legalizing the suite through obtaining a Development Permit, Pay non-compliance fine or penalties for proceeding without the appropriate municipal approvals, Remove the Secondary Suite from the property.	Application fee will be double (2X original application fee) Building and safety code fees may also be double (2X original application fee); (All legal fees incurred by the Foothills County to complete enforcement may be responsibility of the Landowner)	MD Foothills Secondary Suites

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6	Langley	<p>Secondary suites are considered unlicensed unless the necessary Secondary Suite Licence and Building Permits have been obtained and an Accepted Final Inspection has been issued by the Township of Langley. If you choose not to licence a suite, it is in your best interest to remove the suite and take advantage of this space for your personal use. The added benefit is that you do not face any additional utility charges and do not need to obtain a Secondary Suite Licence.</p>	<p>A secondary suite may be removed in the following way: Remove the secondary cooking and laundry facilities and provide a connection between the removed secondary suite area and the remainder of the dwelling unit.</p> <ul style="list-style-type: none"> ☑ All 220 volt appliances must be removed (stoves and clothes dryer). Associated power outlets and wiring must be removed / cut from the electrical panel and at each plug location. ☑ The mechanical kitchen HVAC equipment must be removed (hoods, fans, ducting, etc.). ☑ All upper kitchen cabinets must be removed. ☑ Lower kitchen cabinets are permitted to remain up to a maximum of 6 feet in length. A single bar sink is permitted to remain. ☑ The second set of laundry facilities must be removed. All associated plumbing facilities and laundry room fixtures must be cut and capped off within the walls. ☑ Remove the locks from doors between the suite and main dwelling. If the suite and the main dwelling unit are not connected by a door, a connection must be established. <p>A site inspection is required by the Permit, Licence, and Inspection Services Department when these works have been completed to verify the suite has been removed in accordance with the above listed criteria.</p>		<p>Unauthorized Secondary Suites Penalties</p> <p>Unauthorized secondary suites are a contravention of Township bylaws. Owners will be subject to fines and/or other enforcement action, including fines up to \$500 per day.</p> <p>Furthermore, a notice may be placed on the property tax information sheet which may affect the resale, refinancing, or sale of the property.</p>	<p>https://webfiles.tol.ca/Bylaws/PLI/Guidelines/PLI%20-%20Guide Secondary Suite Removal Requirements.pdf</p>

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7	North Vancouver	<p>To remove a cooking facility you must obtain an Electrical Permit for “decommissioning of Secondary Suite” and following must be done:</p> <ul style="list-style-type: none"> ☑ remove the range from site; ☑ remove the range receptacle and replace with blank metal cover; ☑ remove the breaker feeding range and replace with blank filters or 15 amp breakers as spares; ☑ remove the hood fan and terminate wire in an electrical box with blank cover <p>Once the work is completed your contractor is required schedule an inspection with the District Electrical Safety Inspector to verify</p>	<p>ALTERNATIVE TO REGISTERING YOUR SUITE If you don’t wish to register your suite, you have the option to decommission it. This simple process includes the following steps:</p> <p>Hire a qualified electrician to obtain an electrical permit on your behalf Remove stove wiring from wall outlet and electrical panel Remove all cooking facilities from suite, including microwaves and hotplates Submit a declaration to the District that this work has been completed</p>		<p>RISKS OF AN UNREGISTERED SUITE If you don’t register your secondary suite, you will be in contravention of the Zoning Bylaw, which could lead to fines up to \$10,000 and other penalties:</p> <p>Lien to prevent property being sold with contraventions in place</p> <p>Court order to require remedial action (stop renting, remove suite, apply for permit, etc.)</p>	<p>https://westvancouver.ca/home-building-property/development/secondary-suite-0</p>
8	Surrey	<p>Once a complaint is received, a City Bylaw Enforcement Officer conducts an inspection. If the Officer determines that a secondary suite (or more than one secondary suite) exists where a secondary suite isn’t not permitted, the bylaw is explained to the property owner, as well as what must be done to bring the property into compliance. Follow up inspections are conducted to ensure compliance with the bylaw.</p>	<p>Secondary Suite Removal Once you’ve removed any secondary suite, you can request an inspection with Bylaws.</p> <p>Before calling for an inspection, you must first:</p> <ul style="list-style-type: none"> Remove any stove(s) Disconnect any outlets for stove(s) and cover them with drywall Remove any hood fan Remove the breaker for any stove from the electrical panel Remove any applicable cabinetry (as per Building Division requirements) 		<p>All secondary suites in Surrey must be registered.</p> <p>A \$1,000 penalty fee will be added to the taxes due on the property for each unregistered secondary suite if the City becomes aware of a suite that is not registered.</p>	