



Secondary Suite Pre-Application Checklist

This form must be completed and submitted prior to any consultations with the Building Department and must be included with a building permit application for adding a secondary suite.

ADDRESS OF PROPERTY: _____

APPLICANT:

Name _____

Address _____

Phone _____

Email _____

If the property owner is different from the applicant please fill out. If the same please check here ☐

**PROPERTY
OWNER:**

Name _____

Address _____

Phone _____

Email _____

Zoning Requirement Questions	Yes	No	Comments
<p>1 – Have you confirmed that a Secondary Suite is permitted within your property's zoning?</p> <p>Please check the City's Zoning Bylaw to see whether a <i>Secondary Suite</i> or <i>Accessory Dwelling Unit</i> is listed as a permitted <i>Accessory Use</i> for your property.</p>	<input type="checkbox"/>	<input type="checkbox"/>	If no: Please verify before proceeding further
2 - Is there already more than one dwelling unit currently on the property?	<input type="checkbox"/>	<input type="checkbox"/>	
3 - Have you confirmed what the total square footage of the habitable floor space of your house is?	<input type="checkbox"/>	<input type="checkbox"/>	
4 - Will the proposed suite size be less than 40% of the habitable floor space <u>and</u> no greater than 90m ² (968ft ²)	<input type="checkbox"/>	<input type="checkbox"/>	
5 - Can the property accommodate an additional on-site parking space for the suite?	<input type="checkbox"/>	<input type="checkbox"/>	
6 - Does the proposed suite provide sleeping facilities, a bathroom, and cooking facilities that are for the <u>exclusive use</u> of the occupants?	<input type="checkbox"/>	<input type="checkbox"/>	

Suite Requirement Questions	Yes	No	Comments
1 – How will the suite be accessed?			
• Exterior access only	<input type="checkbox"/>	<input type="checkbox"/>	
• Interior access with a shared common space	<input type="checkbox"/>	<input type="checkbox"/>	
• Will accessing the suite require the use of stairs?	<input type="checkbox"/>	<input type="checkbox"/>	
• If yes, are they currently in place?	<input type="checkbox"/>	<input type="checkbox"/>	
2 – How many bedrooms will there be?			
• One	<input type="checkbox"/>	<input type="checkbox"/>	
• Two	<input type="checkbox"/>	<input type="checkbox"/>	
<p>• If the bedroom/s are currently existing do they have the required exit window dimensions?</p> <p>No side of window less than 380mm / 15" and the total area not less than .35m² / 3.77ft²</p>	<input type="checkbox"/>	<input type="checkbox"/>	
3 - What is the current condition of the proposed suite area?			
• Unfinished area to be converted into a suite	<input type="checkbox"/>	<input type="checkbox"/>	
• Finished area to be converted into a suite	<input type="checkbox"/>	<input type="checkbox"/>	
• An addition to be built	<input type="checkbox"/>	<input type="checkbox"/>	
• A garage to be converted into a habitable space	<input type="checkbox"/>	<input type="checkbox"/>	
• If it's an existing space is the ceiling height equal to or greater than 1.95m / 6'-4 3/4" high?	<input type="checkbox"/>	<input type="checkbox"/>	

Suite Requirement Questions Continued	Yes	No	Comments
4 – Suite separation considerations			
• Have you considered how suitable fire separations will be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you considered how suitable sound separations will be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Will the suite be underneath the other dwelling unit?	<input type="checkbox"/>	<input type="checkbox"/>	
• Will the suite be adjacent to the other dwelling unit?	<input type="checkbox"/>	<input type="checkbox"/>	
5 – How will the suite be heated?			
• Baseboard	<input type="checkbox"/>	<input type="checkbox"/>	
• Furnace/HVAC (If yes, it must be separate from the main dwelling)	<input type="checkbox"/>	<input type="checkbox"/>	
• Heat pump	<input type="checkbox"/>	<input type="checkbox"/>	
6 – How will the suite be ventilated?			
• Heat Recovery Ventilator System (HRV)	<input type="checkbox"/>	<input type="checkbox"/>	
• Passive System	<input type="checkbox"/>	<input type="checkbox"/>	
• Central Recirculation Ventilator System	<input type="checkbox"/>	<input type="checkbox"/>	
• Forced Air Heating	<input type="checkbox"/>	<input type="checkbox"/>	
7 – Suite utilities / services			
• Have you performed a review of your electrical system to ensure adequate servicing can be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined the location of the suites electrical panel?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you performed a review of your plumbing system to ensure adequate servicing can be achieved?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined the location of the suites water shut off valve?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined how the kitchen range fan will be ventilated to the outside?	<input type="checkbox"/>	<input type="checkbox"/>	
• Have you determined how the bathroom fan will be ventilated to the outside?	<input type="checkbox"/>	<input type="checkbox"/>	
• Will the suite be provided with its own laundry facilities?	<input type="checkbox"/>	<input type="checkbox"/>	
• If yes, have you determined how the dryer will be vented?	<input type="checkbox"/>	<input type="checkbox"/>	

Suite Requirement Questions Continued	Yes	No	Comments
8 – Health and safety considerations			
• Was the existing building constructed prior to 1990?	<input type="checkbox"/>	<input type="checkbox"/>	
• Will the scope of work include altering existing materials such as drywall, paint, or cladding?	<input type="checkbox"/>	<input type="checkbox"/>	
• If yes to both, has a Hazardous Material Survey Report been completed for this building? *** This is not optional. Failure to comply can result in fines and other penalties. Please don't hesitate to contact the Building Department if clarity is needed ***	<input type="checkbox"/>	<input type="checkbox"/>	

Resources:

- [Home Suite Home / gov.bc.ca/assets/gov/housing-and-tenancy/building-or-renovating/secondary-suites/home-suite-home-2023-sept-6.pdf](https://gov.bc.ca/assets/gov/housing-and-tenancy/building-or-renovating/secondary-suites/home-suite-home-2023-sept-6.pdf)
- [Port Alberni Zoning Information / portalberni.ca/zoning](https://portalberni.ca/zoning)
- [BC Housing Licensing & Consumer Services / bchousing.org/licensing-consumer-services/publications](https://bchousing.org/licensing-consumer-services/publications)
- [BC Housing & Tenancy Information / gov.bc.ca/gov/content/housing-tenancy](https://gov.bc.ca/gov/content/housing-tenancy)
- [BC Building Codes / bcpublications.ca](https://bcpublications.ca)
- [WorkSafeBC / Worksafebc.com](https://worksafebc.com)

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