



BUILDING BYLAW LICENSING & LEGAL SERVICES

## OWNER'S DECLARATION OF SECONDARY SUITE

ISD File: \_\_\_\_\_

Folder No.: \_\_\_\_\_

Date: \_\_\_\_\_

I \_\_\_\_\_ being the registered property owner  
*Name of Registered Property Owner*

and resident at \_\_\_\_\_ which has a suite located  
*Property Address*

\_\_\_\_\_ hereby declare:  
*Location of Suite Within Dwelling*

- (a) That I understand that the suite located within the dwelling as stated above can be occupied and used as a secondary suite in accordance with the provision of the Zoning Bylaw 2003, as outlined below:
- No more than one secondary suite is permitted per lot or per single family dwelling;
  - The secondary suite must be wholly contained within the single family dwelling;
  - The registered owner of the property must occupy either the single family dwelling or the secondary suite as their principal residence;
  - No person shall occupy a secondary suite, and no person shall permit or suffer a person to occupy a secondary suite, unless an occupancy permit has been issued for the secondary suite under the Building Bylaw No. 9529 or any successor bylaw;
  - One additional on-site parking space for the occupant of the suite must be installed per the requirements of Zoning Bylaw 2003;
  - The total number of kitchens within the single family dwelling, including the secondary suite, may not exceed two; and
  - Boarding is not permitted within the secondary suite.
- (b) That I understand that the rooms containing the secondary suite are to be constructed in accordance with the requirements of the **British Columbia Building Code**.

\_\_\_\_\_ { DECLARED BEFORE ME in  
 \_\_\_\_\_ { \_\_\_\_\_ (municipality)  
 (Signature of Owner) { In the Province of British Columbia, on  
 \_\_\_\_\_ { \_\_\_\_\_ (date)  
 \_\_\_\_\_ { \_\_\_\_\_ (signature)  
 (Address of Owner) { a commissioner for taking affidavits for  
 { British Columbia / a Notary Public in and  
 { for the Province of British Columbia

This collection of personal information is authorized under the *Local Government Act*, *Community Charter* and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this declaration. Questions can be directed to the District's Privacy Officer at: 770 Vernon Avenue, Victoria BC V8X 2W7, t. 250-475-1775, e. [foi@saanich.ca](mailto:foi@saanich.ca)