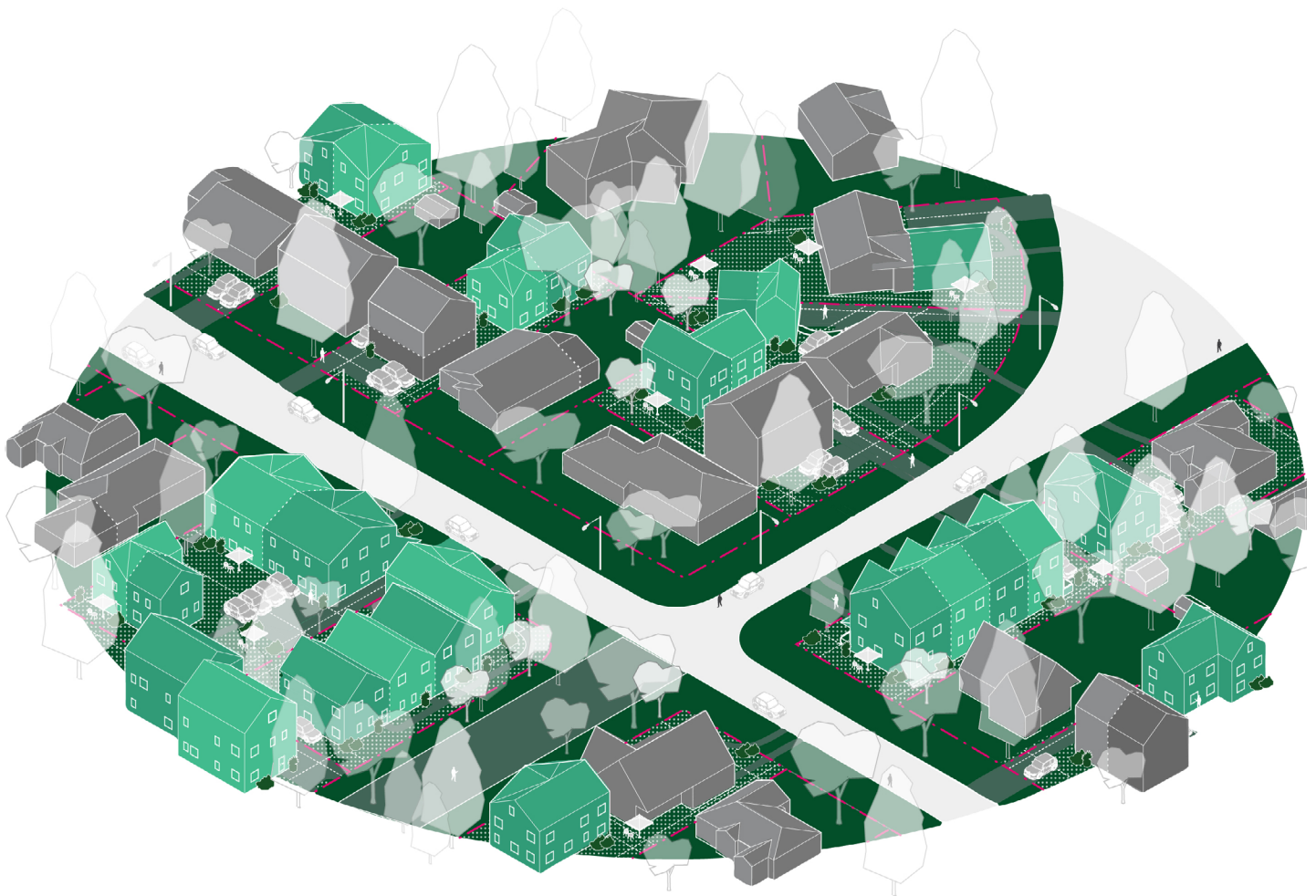


# Small-Scale Multi-Unit Housing (SSMUH) APPLICATION GUIDE



*Image credit: Cascadia Architects Inc.*



Released: June 2024

Updated: July 12, 2024

# CONTENTS

<b>1.</b>	<b>Introduction</b> .....	<b>1</b>
	What is Small-Scale Multi-Unit Housing (SSMUH)? .....	2
	What is Schedule G? .....	2
<b>2.</b>	<b>Getting Ready to Apply</b> .....	<b>3</b>
	What is my property eligible for? .....	3
	Additional considerations that may impact the number of units .....	5
	What information will I need to include in my application? .....	7
	What permits are required? .....	9
<b>3.</b>	<b>Application Process</b> .....	<b>11</b>
	Heritage Alteration Permit .....	11
	Development Permit .....	11
	Building Permits .....	12
	Tree Cutting Permit .....	12
<b>4.</b>	<b>Guide to Zoning Regulations</b> .....	<b>13</b>

# OVERVIEW

The purpose of this document is to guide users through the process of designing and building Small-Scale Multi-Unit Housing (SSMUH) in the District of Saanich, where the Zoning Bylaw permits this form of development. The guide provides an overview of what SSMUH is, how to determine the eligibility and permissions, and what permits are required. Illustrated examples of the zoning bylaw regulations for SSMUH are also presented.

**The information and illustrations provided in this document do not replace Saanich bylaws and polices. It is for reference only, and The District of Saanich disclaims any liability from its use.**



## What is Small-Scale Multi-Unit Housing (SSMUH)?

Small-Scale Multi-Unit Housing (SSMUH) is a type of infill housing that allows for multiple units in a variety of housing forms in Neighbourhood areas.

Since June 30, 2024, the [Saanich Zoning Bylaw](#) includes “small-scale multi-unit housing” as a permitted use in zones that were previously restricted to single family dwelling or two family dwellings.

If your property is in a zone where SSMUH is a permitted use, you *may* be allowed a total of 3, 4, or 6 dwelling units depending on lot size and location. Additional eligibility criteria are outlined in Section 5.37 of the Zoning Bylaw.

The regulations for SSMUH are outlined in Schedule G of the Zoning Bylaw. In order to build to Schedule G regulations, the lot must contain at least one “Houseplex”.

The dwelling units can be distributed in a variety of ways between up to two buildings. Permitted housing forms include single family homes, houseplexes, and secondary suites.

## What is Schedule G?

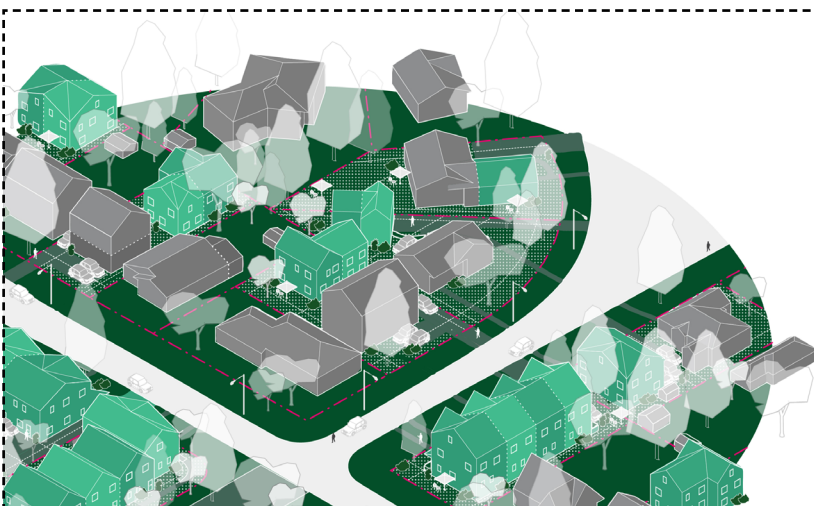
Schedule G of the Zoning Bylaw contains the regulations for small-scale multi-unit housing. There are 4 sets of regulations, depending on the lot size and location.

### What is a Houseplex?

- A houseplex is a residential building containing two or more self-contained primary dwelling units.
- A duplex, a triplex and a fourplex are all examples of a houseplex.
- Rowhouses, or townhouses, could also be a houseplex.
- Houseplexes can have one secondary suite per primary unit.
- A single family dwelling with a secondary suite is not a houseplex. To qualify as a houseplex, both units would have to be primary units.
- For more information see the Houseplex definition in the Zoning Bylaw.

### What is a SSMUH Transit Proximity Area Lot?

- Lots within 400 metres of a SSMUH Bus Stop are considered to be within the SSMUH Transit Proximity Area (for more details, see Zoning Bylaw Section 2: Definitions).
- These lots are eligible for 6 units.
- See page 8 of this guide to determine if your lot is in the SSMUH Transit Proximity Area.



The aim of small-scale multi-unit housing is to increase housing supply and diversity in Neighbourhoods. For more information, see the [Saanich Official Community Plan](#).

*Image credit: Cascadia Architects Inc.*

## What is my property eligible for?

### IMPORTANT!

SSMUH is regulated in the [Zoning Bylaw](#). Review and familiarize yourself with:

- Section 5.37 – Small-Scale Multi-Unit Housing
- Schedule G – Small-Scale Multi-Unit Housing

Click Here!  
 Refer to the Zoning Bylaw as you go through the steps.

Use the online tool, SaanichMap, to identify if your property fulfills the eligibility criteria outlined in the Zoning Bylaw, and which part of Schedule G applies.

### 1. Find SSMUH information on SaanichMap

- » Navigate to the [SaanichMap](#) web page. Here you will find a general How To Guide, Frequently Asked Questions, and help videos, if needed. When ready to explore, click the “Launch SaanichMap” icon to jump in.
- » Click on “Layers” at the bottom left to open the Layers panel.
- » At the top of the Layers panel, click the “Themed Layers” drop down menu and choose “Small-Scale Multi-Unit Housing (SSMUH)”. *This opens up the layers you will need to identify SSMUH eligibility, Schedule G application, and parking requirements.*
- » Click the icon next to “Layers” and choose “Show legend”, to see what each symbol displayed in the map represents. If you zoom in on the map, you will also see each of these layers labeled in the corresponding colour.

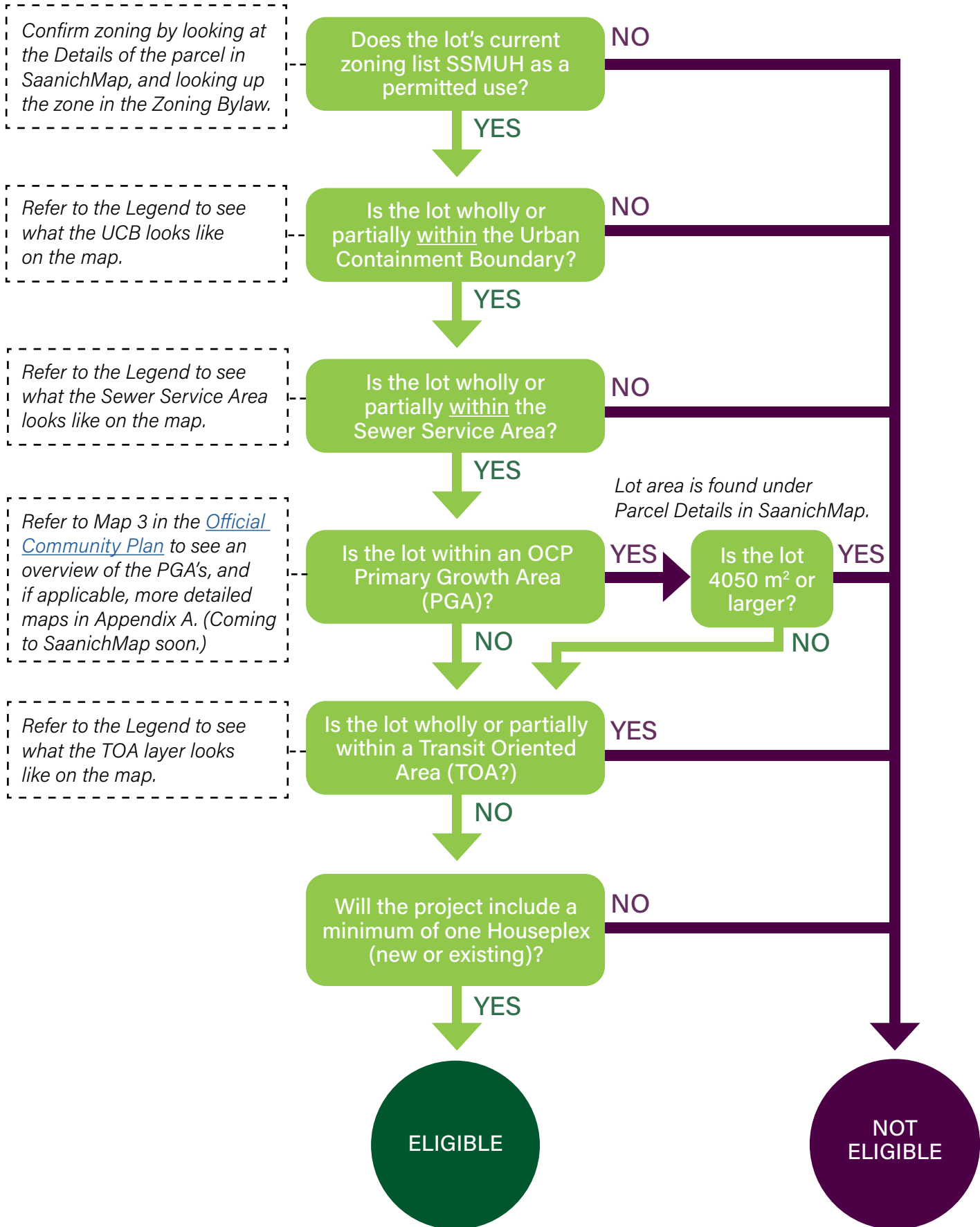
### 2. How to identify if a lot is eligible for SSMUH

- » To find your property, search for the address in the bar on the top right of the map. The search results will now show up in the left panel.
- » In the Search Results, click on Parcel and then click on the address again to display details about the parcel in the side bar. The map also zooms to the parcel.
- » Note the Zoning of your parcel, as this is the first step in determining SSMUH eligibility.
- » Note the Lot Area (sq m) of your parcel, as this will determine what part of Schedule G applies if the property is eligible.
- » **With SaanichMap open, and the SSMUH Theme turned on, refer to the flow chart on page 4 to walk through the eligibility criteria outlined in Section 5.37 of the Zoning Bylaw.**

#### TIP!

If it is difficult to distinguish between several SSMUH layers intersecting a parcel, you can right click in an area of the parcel where the layers overlap and select “what’s here?”. This will display a list of all the layers that are currently turned on and that intersect that point on the map.

## SSMUH Eligibility Flow Chart



# 2: Getting Ready to Apply

### 3. How many units are allowed on my property?

The maximum number of units allowed on a lot depends on the lot size and if it is located in an SSMUH Transit Proximity Area. Schedule G regulations vary depending on if the lot qualifies as:

- Small Lot (279 m<sup>2</sup> or less) - 3 units
- Regular Lot (280 m<sup>2</sup> to 1,215 m<sup>2</sup>) - 4 units
- Large Lot (1,216 m<sup>2</sup> or larger) - 4 units
- SSMUH Transit Proximity Area Lot (280 m<sup>2</sup> or larger) - 6 units

To confirm which part of Schedule G applies:

- » Confirm lot size (area) by opening up the Parcel information in SaanichMap (see step 2 on page 3), and scrolling through the Details until you find the Lot Area (sq m).
- » Identify if your lot falls within a SSMUH Transit Proximity Area as shown in the SSMUH Theme. If the lot is wholly or partially within this area, it is considered a SSMUH Transit Proximity Area Lot.

### 4. Parking requirements

Parking requirements for SSMUH are found in Table 7.1A in the Zoning Bylaw. Refer to the following layers, found within the SSMUH Theme, to determine which part of Table 7.1A applies to your lot:

- SSMUH Regular Transit Area
- SSMUH Transit Proximity Area

There are also bike parking requirements that apply to SSMUH developments. See Table 7.4 in the Zoning Bylaw.

## Additional considerations that may impact the number of units

If the lot is eligible for SSMUH under Saanich's Zoning Bylaw, there may be other laws that restrict what you are able to build.

### Agricultural Land Reserve (ALR)

If the lot is in the ALR, it is subject to the regulations of the Agricultural Land Commission (ALC). On ALR lots that are eligible for SSMUH, the number of units is limited by the ALC to a maximum of 3 units: a primary dwelling, a secondary suite, and an accessory dwelling unit (ADU). These units must be constructed according to the regulations of the ALC.

*You can see the extent of the ALR on [Saanich Map](#). Under "Land", turn on "Agricultural Land Reserve" layer. Search for the address on the top right.*

### Private Covenants

There may be a covenant registered on title that restricts the number of units which can be constructed on the lot. For more information on private covenants you should seek legal advice.

*Covenants are registered on Title. See [Land Titles Record Search](#) to determine if this applies to your property.*

### Saanich-held Covenants

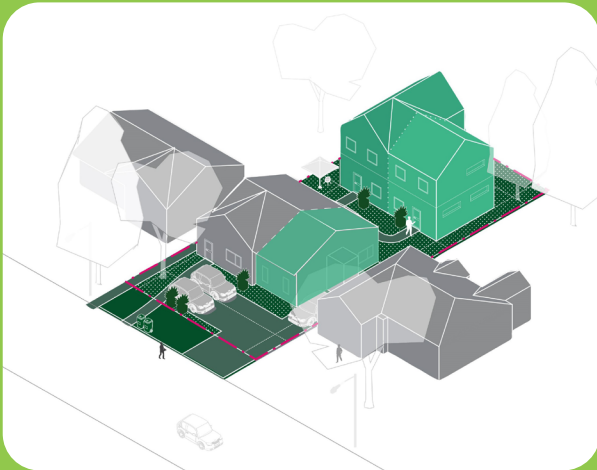
There may be a Saanich-held covenant registered on title that restricts the number of units which can be constructed on the lot. For more information on Saanich-held covenants, or to apply to discharge a covenant, you can contact [planning@saanich.ca](mailto:planning@saanich.ca).

*Covenants are registered on Title. See [Land Titles Record Search](#) to determine if this applies to your property.*

## Secondary Suites

- Secondary suites are regulated by the BC Building Code. The code requirements for secondary suites differ from the code requirements for a primary dwelling unit.
- Secondary suites counts towards the total number of units on a lot.
- Under Schedule G, a secondary suite can be added to any primary unit as per the Building Code. For example, a duplex could have a secondary suite in each unit, for a total of 4 units on the lot.

\*If you have previously decommissioned a secondary suite or a garden suite, and you wish to recommission it, a new Building Permit is required. See page 13 for details.



## Hiring a Professional Team

To facilitate a successful application it is recommended you hire a professional team to assist you with your application. The team may include an engineer and/or surveyor, a certified arborist, and a designer/architect.

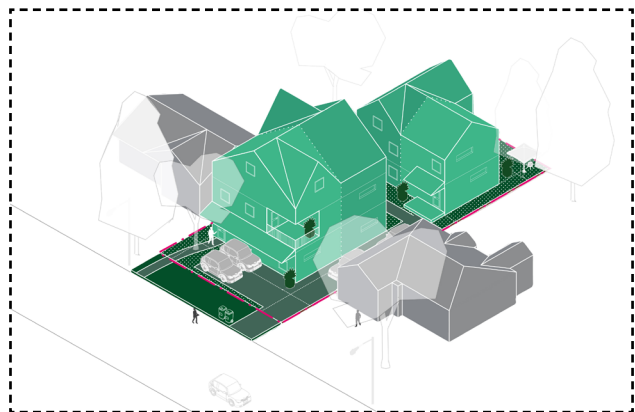
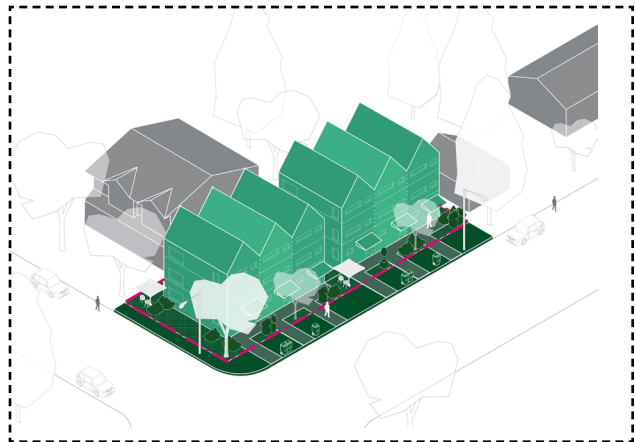
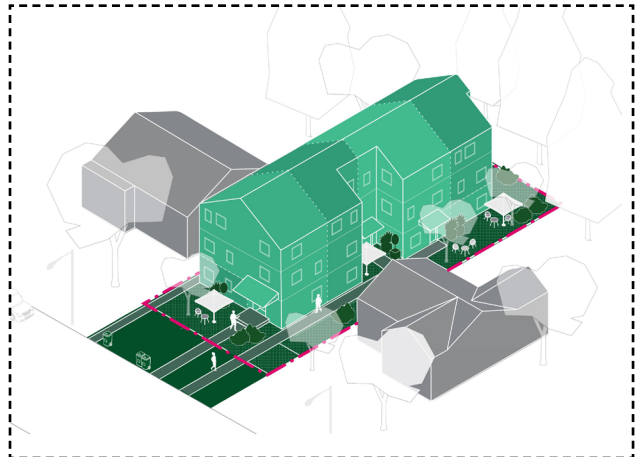
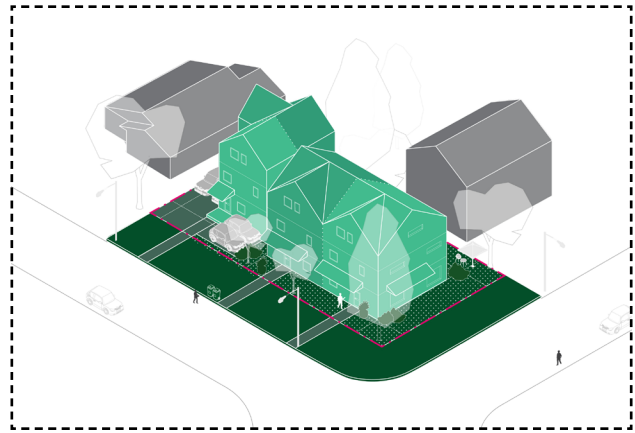


Image credit: Cascadia Architects Inc.



## What information will I need to include in my application?

### IMPORTANT!

Familiarize yourself with the specific requirements that may apply to your project. The following pages provide an overview of what you need to consider, including contact information and links to more information.

### SSMUH Data Table

The [SSMUH Project Data Table](#) lists the information required for Planning to determine zoning compliance. Please complete the Data Table and/or ensure that all the information is clearly included on your plans in order for Planning staff to complete their review of your application.

### Tenure: Rental or Strata?

In determining the tenure for SSMUH, there are a few things property owners should consider.

- Short-term rentals are not permitted in any residential units in Saanich.
- SSMUH units can be rental tenure. There is no owner-occupancy requirement.
- SSMUH units can be stratified.
- If an existing building is to be included in a strata plan, the property owner will have additional considerations, including that the existing building must be code compliant. *It is recommended a professional be consulted prior to design and application for SSMUH projects that include an existing building.*

You may be asked to provide tenure information to ensure the correct Building Permit is issued for your development.

**More information on stratifying SSMUH can be found on the [Subdivision page](#).**

Contact Information:

Subdivision  
(250) 475-5471  
subdivision@saanich.ca

### What is the difference between a Houseplex and a house with a secondary suite?

- A secondary suite is a dwelling unit that is contained within another dwelling (e.g. a single-detached house). Both dwellings are registered under the same title, and the secondary suite cannot be strata-titled or otherwise subdivided from the principal dwelling.
- The Building Code offers various exemptions and relaxations for secondary suites, particularly for suites added within existing houses. These include relaxations to fire-resistance ratings, sound-transmission ratings, ventilation requirements, ceiling heights, and exit requirements (as applicable).
- A houseplex consists of two or more attached dwelling units. The dwellings may or may not be on the same title. The special provisions in the Building Code for secondary suites cannot be used for houseplexes.

## Site Servicing

As a part of the Building Permit application, servicing requirements relating to sanitary, storm, water and/or roadworks infrastructure will be established. Applicants are strongly encouraged to contact the Engineering Department prior to making an application to understand the requirements.

Some items to note include:

- » Is there a storm main fronting the property?
- » Is there a storm drain service to the property? Where are the current storm, sanitary and water services located?
- » Does the lot currently have a stormwater detention system? If so, where is it located? How does it work?
- » What is the size of the current water service? How old is it?
- » Are you proposing more than one building on the property? How will the services be routed on site?
- » Is there curb in front of the property?
- » Are there any existing private easements and/or statutory rights of way on the property that restrict site development in any way? (Check property title)
- » Are there multiple driveways to your property? Generally, only 1 driveway will be permitted.
- » Applicants must consider the capacity of the current lot services to manage the sewer and drainage discharges and water demands (domestic and fire flows) generated by the proposed development.

Generally, as part your Building Permit application package, you will be required to provide site servicing drawings and supporting documentation, prepared by a qualified Engineer.

- **Development Cost Charges (DCCs) are applicable on most SSMUH developments. More information can be found on the [Development Cost Charges page](#).**
- **The District's Engineering standards and specifications can be found [here](#).**
- **Information relating to the existing services to your property can be found on [SaanichMap](#).**

Contact Information:

Development Services  
(250) 475-5575  
development@saanich.ca

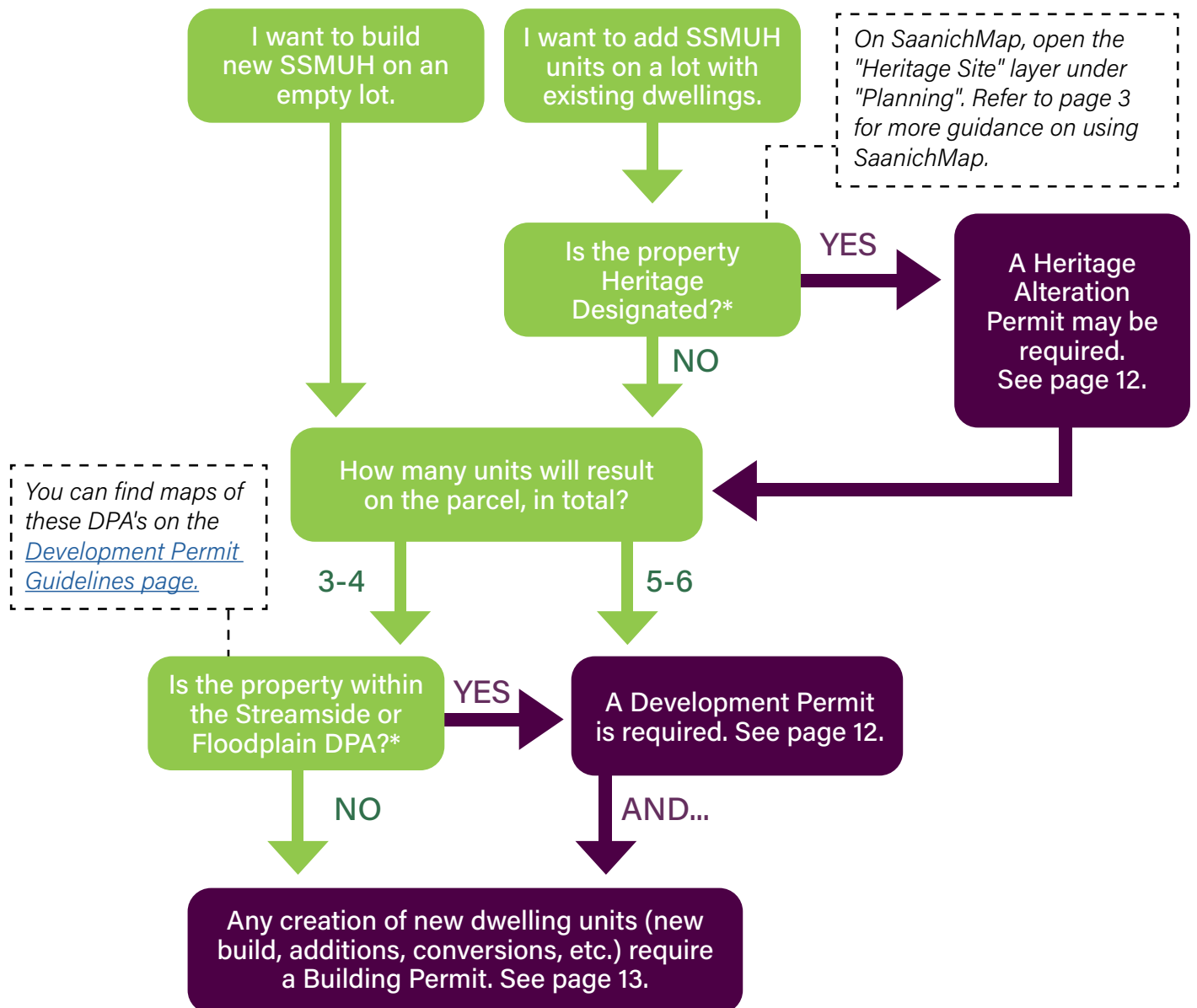
## Parking Requirements

For more information about SSMUH parking requirements, see Table 7.1A in the Zoning Bylaw. Guidance for determining which part of Table 7.1A applies can be found on page 5 of this Guide.

## What permits are required?

- A **Building Permit** is required for all residential units, including secondary suites. You may need more than one building permit, and the application will vary depending on how the new units are being achieved (e.g., demolition, new build, conversion).
- A Form and Character **Development Permit** will be required if 5-6 units result on the parcel.
- A **Development Permit** will be required if the lot is within the Streamside or Floodplain Development Permit Area.
- A **Heritage Alteration Permit** may be required if the property is Heritage Designated.
- A **Tree Cutting Permit** may be required if protected trees are being impacted.

Use the chart below to determine which permits are required for your project.





THIS PAGE IS INTENTIONALLY LEFT BLANK



## HERITAGE ALTERATION PERMIT

### Heritage Alteration Permit

- If the property is Heritage Designated, a Heritage Alteration Permit may be required depending on how the protected property will be impacted.
- Contact the Planning Department with a Heritage Alteration Request.

**More information about how to apply for a Heritage Alteration Permit can be found on the [Heritage Alteration Requests page](#).**

Contact Information:

Planning  
(250) 475-5471  
planning@saanich.ca

#### What if my property is Heritage Registered?

If your property is on the Heritage registry, but not Designated, please contact the Planning Department to discuss your SSMUH project.



## DEVELOPMENT PERMIT

### Development Permit

#### Form & Character Development Permit Area (DPA)

- If 5-6 units result on the lot, a Form & Character Development Permit (DP) is required. The DPA Guidelines for “Houseplexes” will apply.
- All applications resulting in 4 or fewer dwellings on a parcel are exempt from the Form & Character DP.
- If the property has an existing Development Permit, you may be required to amend or rescind the permit. Contact [planning@saanich.ca](mailto:planning@saanich.ca) for more information.

#### Other Development Permit Area

- If your property is located within any other DPA, such as the Floodplain DPA or the Streamside DPA, you will need a Development Permit regardless of the number of units proposed.

Development Permit Area Guidelines, including relevant maps, are available on the [Development Permit Guidelines page](#). Projects that require a Form & Character DP will be required to align with all relevant General Design Guidelines, and the Houseplex Guidelines.

**More information about how to apply for a Development Permit can be found on the [Development Permit Application page](#).**

Contact Information:

Planning  
(250) 475-5471  
zoning@saanich.ca



## BUILDING PERMIT



## TREE PERMIT

### Building Permits

- All dwelling units in Saanich must be approved by Inspections Services - each residential structure will require a Building Permit.
- A Building Permit will also be required if you wish to recommission a secondary suite or a garden suite.
- Once all necessary Building Permits have been issued, construction can begin.
- If any other permits or approvals are required, Inspections staff will hold your building permit application until those have been obtained. Therefore, make sure to review Part 2: Getting Ready to Apply before starting the building permit application process.

When the Building Permit and Tree Permit (if required) are approved, construction can begin. Inspections will be scheduled at different stages of construction and tree removal. Final inspection for occupancy will occur once construction is complete.

You must have a final occupancy inspection, and occupancy permit, before anyone can live in the units.

**More information about how to apply for the necessary Building Permit(s) can be found on the [Residential Permits page](#).**

Contact Information:

Inspection Services  
(250) 475-5457  
inspections@saanich.ca

### Every residential unit requires a Building Permit!

Every residential unit in Saanich requires a Building Permit, including secondary suites. This is for the health and safety of all Saanich residents.

### Tree Cutting Permit

- If any trees will be affected by your SSMUH project, you should review Saanich's [Tree Protection Bylaw](#).
- Before altering, cutting, or removing any Protected trees, you will need a Tree Cutting Permit. District Staff will let you know if such a permit is required, after you have submitted either a Development Permit application or a Building Permit application, whichever comes first.

**More information about the Tree Protection Bylaw and how to apply for a Tree Cutting Permit can be found on the [Application for Tree Cutting Permit page](#).**

Contact Information:

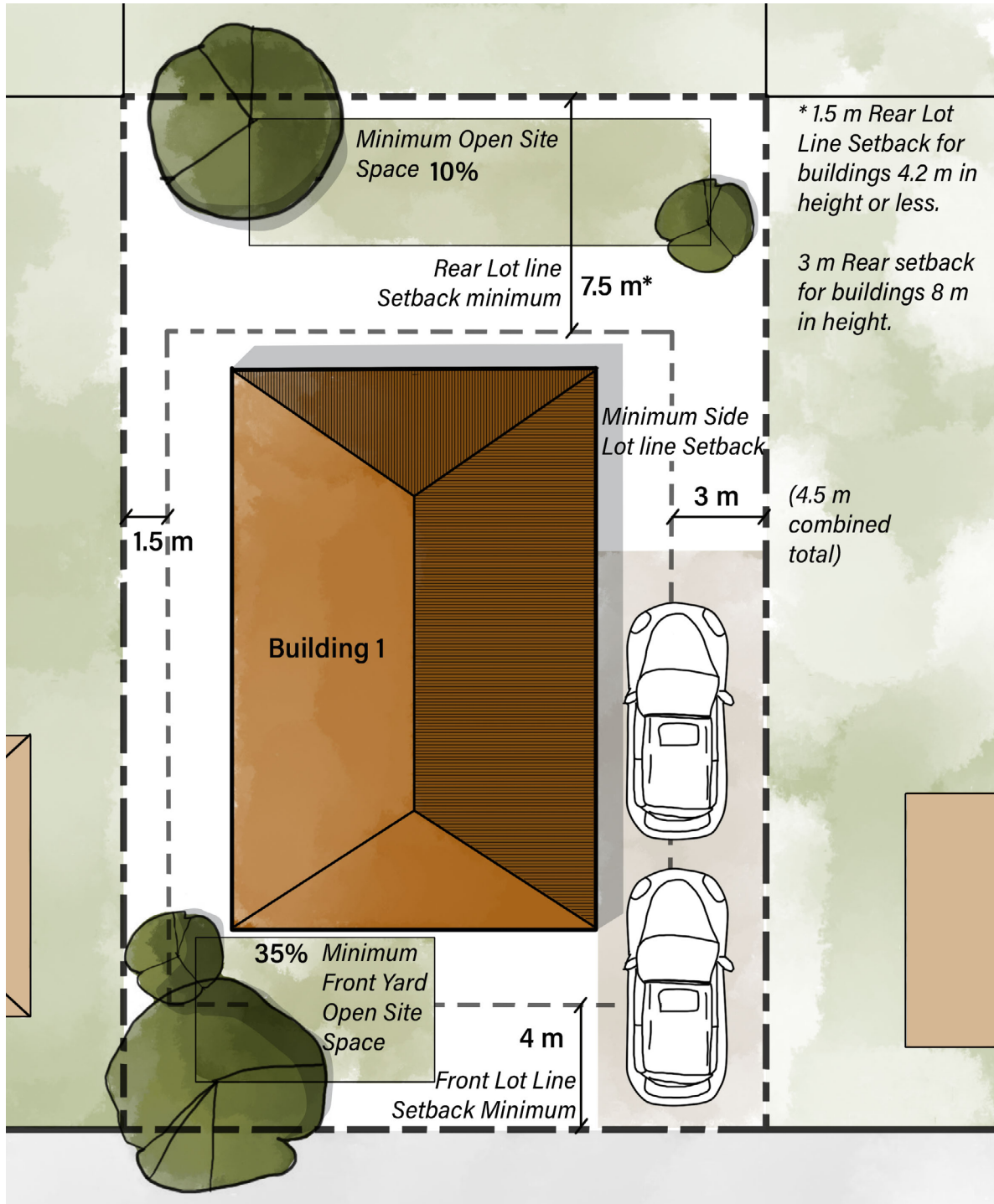
Parks  
(250) 475-5522  
parks@saanich.ca

## GUIDE TO ZONING REGULATIONS

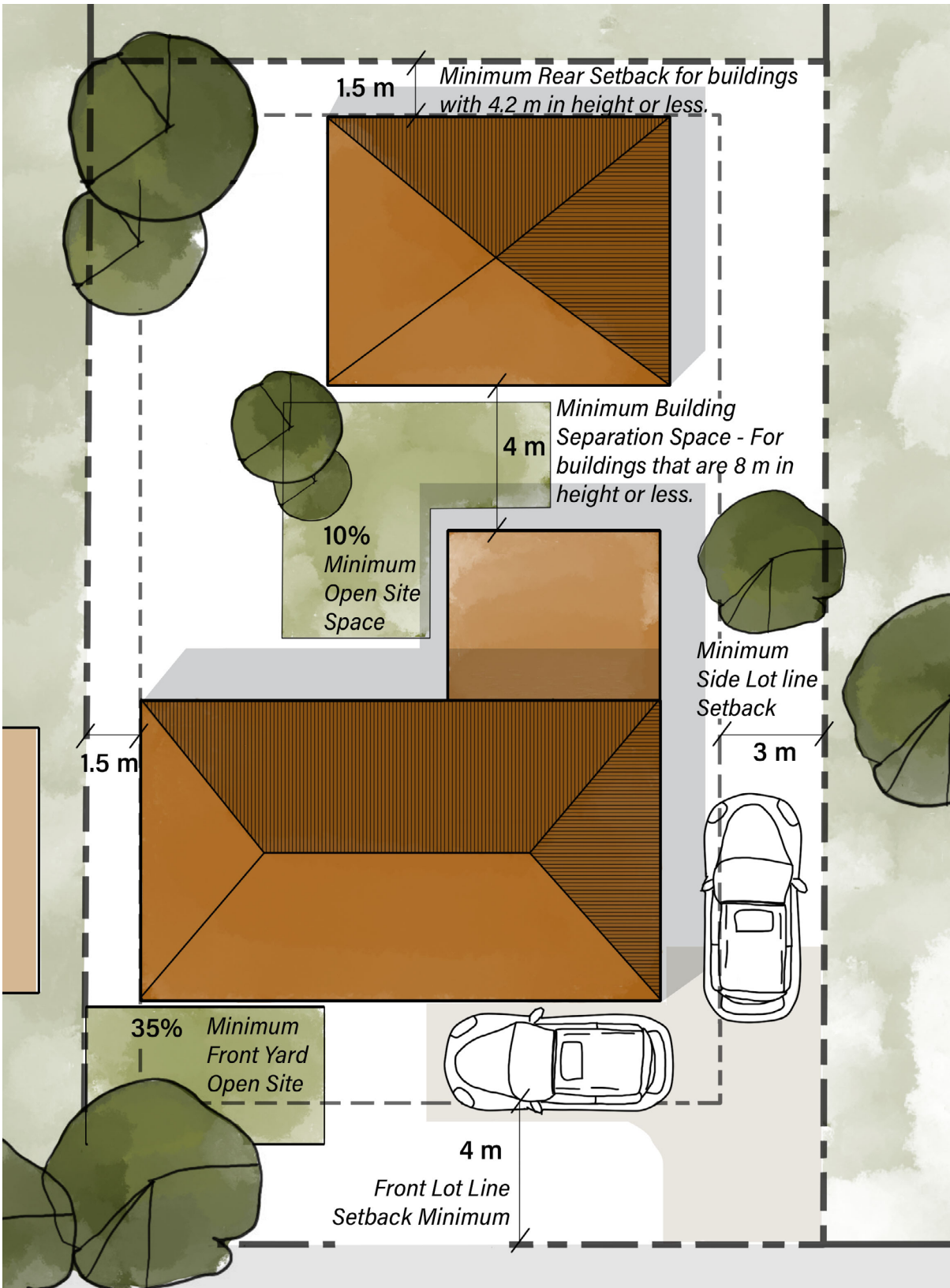
Schedule G lists regulations for Small Lots, Regular Lots, Large Lots and SSMUH Transit Proximity Area Lots. To help with interpretation of Schedule G, This section illustrates the zoning regulations for **Regular Lots**. Illustrations are examples only and may not be possible on all lots.

**Click Here!**  
 Refer to the Zoning Bylaw as you review the information on the following pages.

**REFER TO SCHEDULE G IN THE [ZONING BYLAW](#) FOR COMPLETE REGULATIONS.**

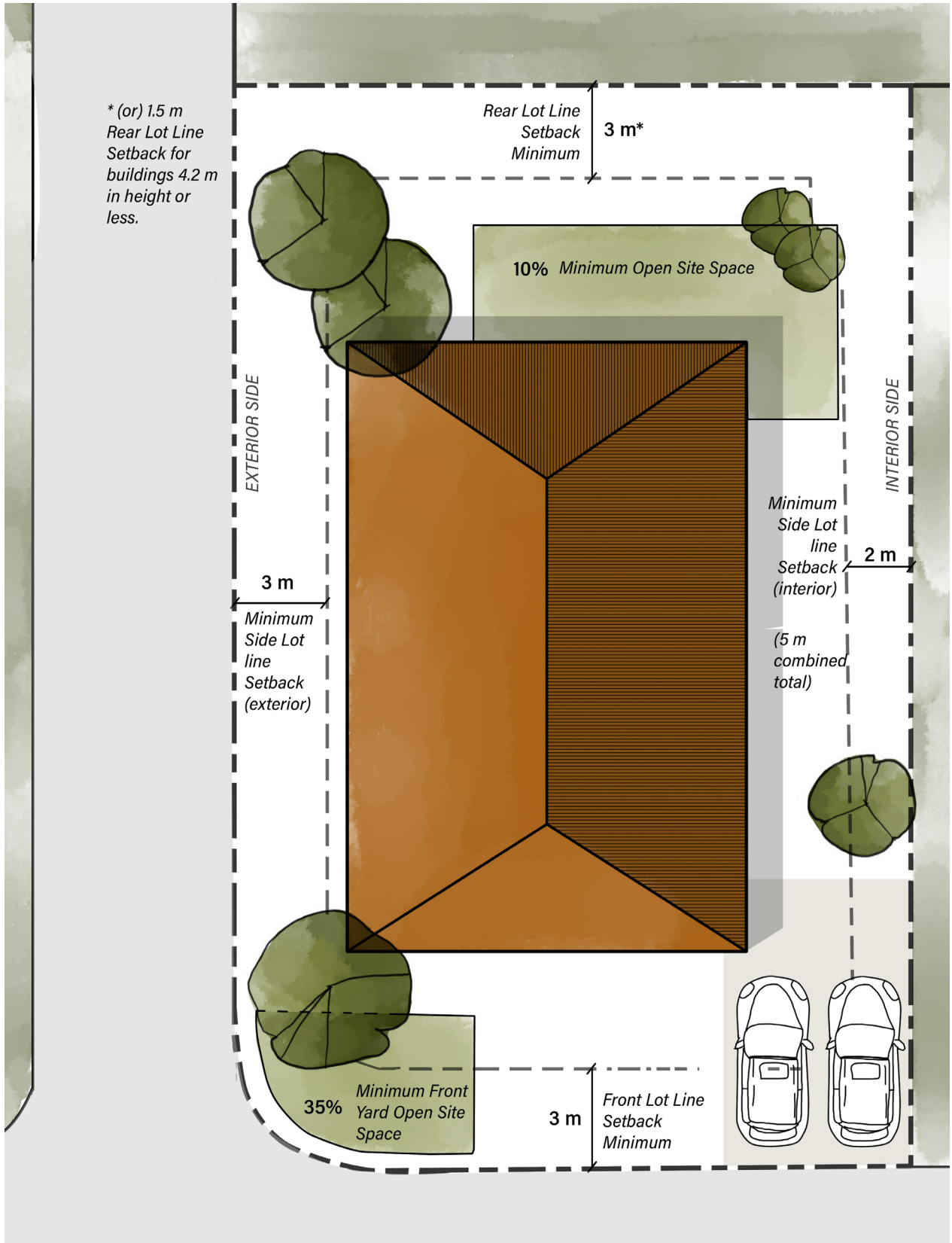


Regular Lot - Mid block example, one building



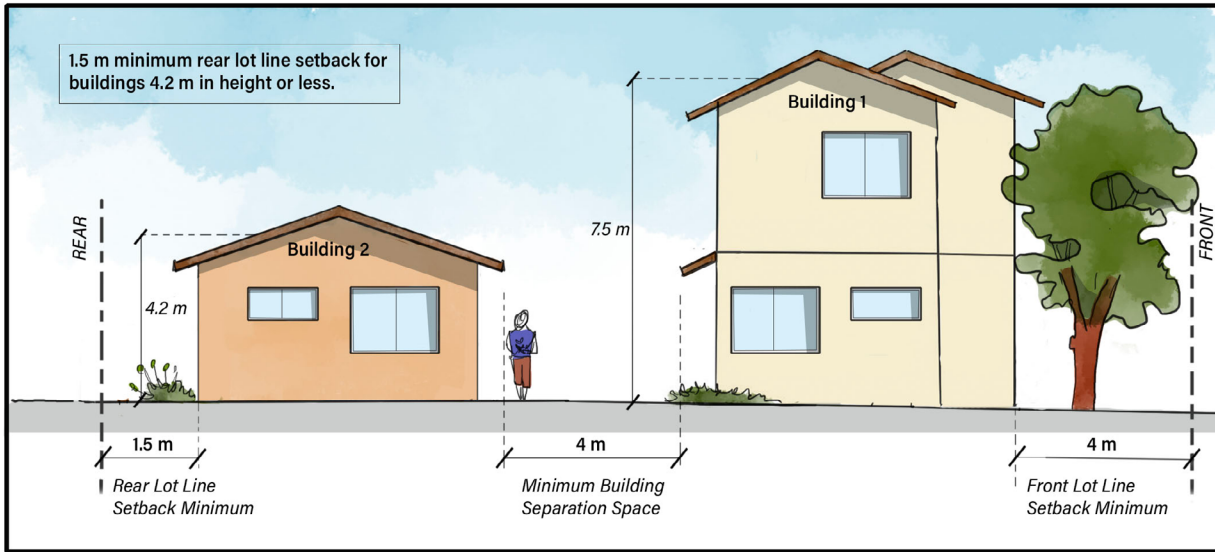
Regular Lot - Mid block example, two buildings

# 4: Guide to Zoning Regulations

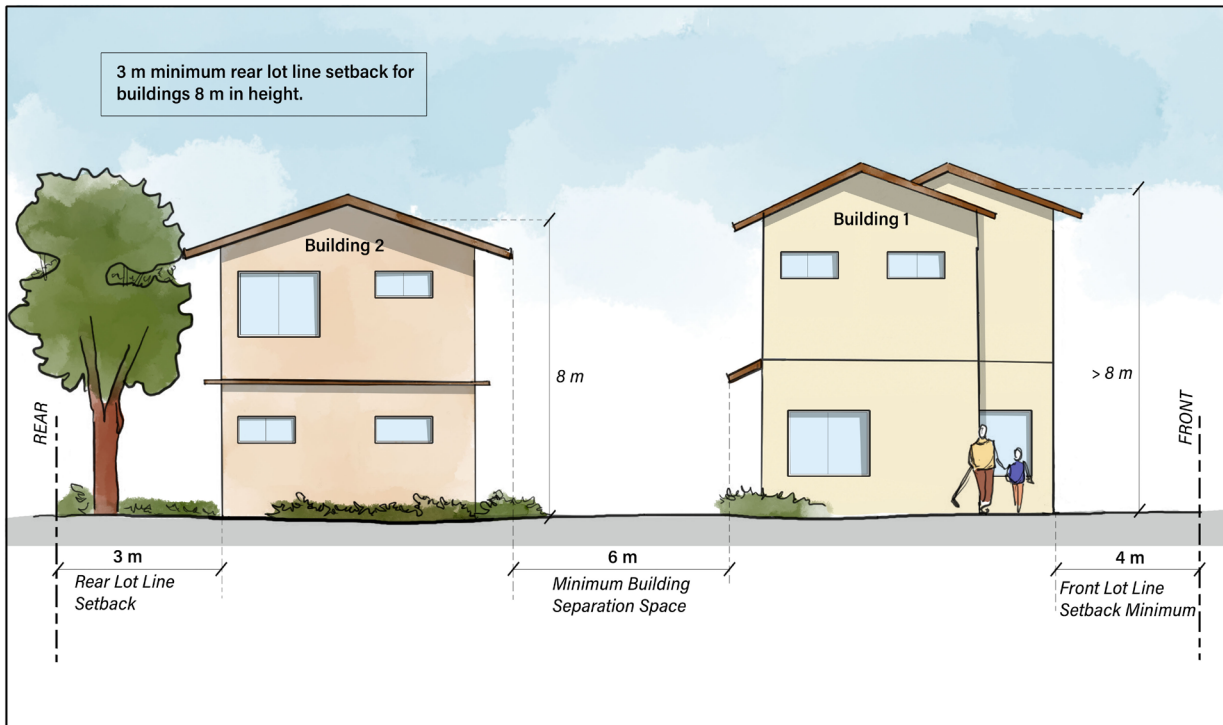


Regular Lot - Corner lot example





Regular Lot - Example heights and separations



Regular Lot - Example heights and separations