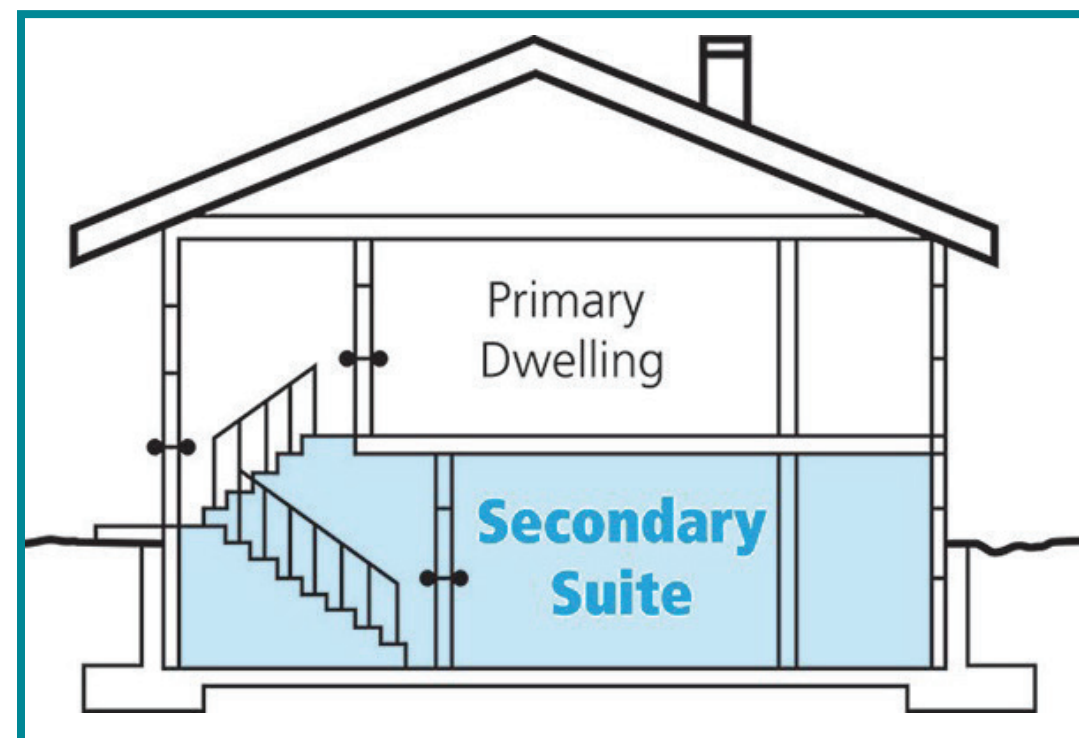


# About Secondary Residential Use

## What is “secondary residential use”?

It’s a second dwelling unit on a residentially zoned property. It is a residential use: it is not intended to accommodate the travelling public.

There are 3 types of “secondary residential use”:



### Secondary suite

A 90m<sup>2</sup> (or smaller) self-contained dwelling unit located within the “principal dwelling”.



### Carriage house

A two storey building with up to 90.0 m<sup>2</sup> (968 ft<sup>2</sup>) of residential floor area on the second storey and non-residential floor area on the first storey.



### Secondary dwelling

A second house, separate from the principal dwelling, that is no bigger than 90.0 m<sup>2</sup> (968 ft<sup>2</sup>).

## Regulating Secondary Residential Uses

### Three main Regulatory Authorities: Secondary Residential Uses

#### CVRD Zoning Bylaw

A residential dwelling unit that is secondary to the principal residential use, used for permanent occupancy. One of the following:

1. Secondary suite
2. Carriage house
3. Secondary dwelling

#### BC Building Code

A building permit is required to ensure that all health and safety requirements have been met.

#### Agricultural Land Commission

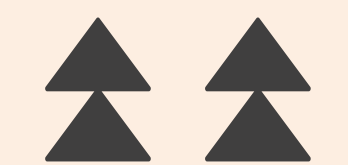
Properties in the ALR, subject to ALC approval, may be permitted to have a:

1. Principal residence,
2. Secondary suite; and
3. Additional residence, limited in area to 90m<sup>2</sup>



### Can I have a “secondary residential use” on my property?

- Two dwelling units are permitted in most residential zones: 1 principal dwelling unit + 1 carriage house, or secondary suite, or secondary dwelling.
- For more details, including size, height, and setback regulations for a secondary residential use, refer to your property’s zoning information. You can find out your property’s zoning using the **iMap Web Application**.



Scan with your phone to visit the iMap Web Application

# Frequently Asked Questions: Secondary Residences

## Where can I find the regulations for secondary residential use?

- Find regulations under section 315 of the Zoning Bylaw (starting on page 31) and your property's zone. Not sure your zone? Ask us for a map or check [iMap Web Application](#).
- **Note:** For properties within the ALR, refer to the ALC's 'Residences in the ALR'.

## What if my circumstance doesn't quite fit the zoning regulations?

**Let's talk!** There might be options such as an application for a variance, rezoning, or a temporary use permit. Contact Planning staff for a pre-application consultation: [planning@comoxvalleyrd.ca](mailto:planning@comoxvalleyrd.ca)

## Can I rent out my secondary residential unit as a short-term vacation rental?

No. These are meant to be homes.

## What if I purchased a home with an existing secondary residential use and I want to legalize it?

**Step 1:** Let's Talk! Book a pre-consultation meeting with Planning & Building staff and we'll walk through the process together. **P: 250-334-6006**

**E: [building@comoxvalleyrd.ca](mailto:building@comoxvalleyrd.ca)**

**Step 2:** A building permit application must be made to ensure that the dwelling unit meets the BC Building Code. The dwelling should not be rented out until an approved building permit has been finalized.

## How big can a secondary residence be?

In most cases, secondary residential uses are limited in area to 90.0 m<sup>2</sup> (968 ft<sup>2</sup>). Carriage houses and secondary dwellings can be 8 metres in height. **Note:** Talk to us about your property – some zones will vary.

## What is the process for building a secondary residence?

A building permit application must be made to ensure that the dwelling unit meets the BC Building Code for safety compliance and zoning requirements. Note that all planning approvals must be in place before applying for a building permit.

**To apply for a building permit, these documents will be needed:**

- Building permit application
- Copy of Certificate of Title
- Building Plans
- Site plan
- Septic filing
- BC Housing New Home Registration (for secondary dwelling unit)

**You might also require:**

- K'ómoks First Nation Cultural Heritage Investigation Permit (talk to us for details)
- Schedule B from registered professional for structural engineering

Building plans will then be reviewed to ensure requirements around fire separation, sound transmission, smoke/carbon monoxide alarms, safe exit, windows, ceiling height, heating ventilation are met.