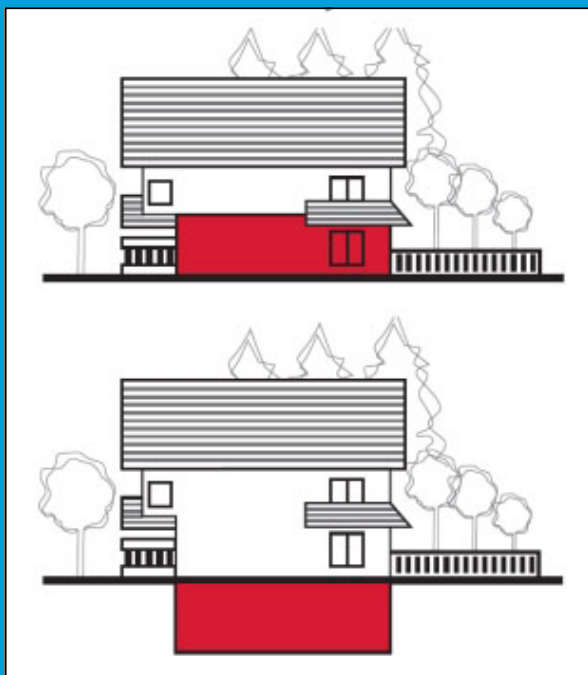


# SECONDARY SUITES



DEPARTMENT OF  
COMMUNITY PLANNING  
AND BUILDING

**SECONDARY SUITES** are separate designated dwelling units within a single family dwelling or side of a duplex and contain one or more bathrooms, cooking facilities, and areas for living and sleeping.

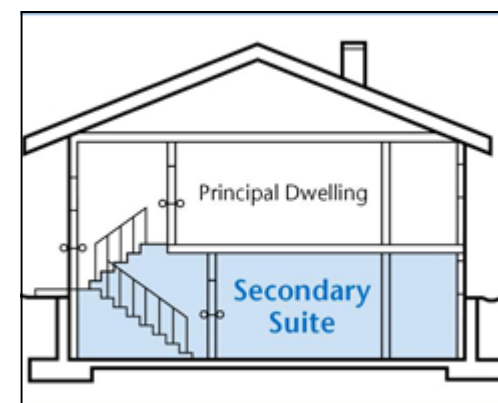
A secondary suite can be used as a rental unit for tenants, to support ‘aging in place’, to provide more affordable options for renters, and to assist new homeowners with their mortgage.

Secondary suites are for **long term rentals only**. They are not to be used for vacation rentals, and their use specifically excludes tourist accommodation or bed and breakfast.

## SIZE REQUIREMENTS

The City’s zoning bylaw regulates the size of secondary suites in the following ways:

- The minimum floor area of a secondary suite is 30 sq m
- Before 2024, the zoning bylaw required a secondary suite to be smaller than the principal dwelling but this has changed so that a suite may be the same size or possibly even larger than the principal dwelling.



## OTHER CONSIDERATIONS

- One secondary suite is permitted per single family home or duplex in the following zones:
  - RS-1, RS-2, RS-3, MH-1, A-1, C-3, CD-6, CD-14, CD-16B, CD-17, CD-18, CD-20, CD-35, SLR-1, RSC-3, RHD-4.
- Requires a building permit to construct and must comply with the current BC Building Code.
- Must be wholly contained within the single family dwelling.
- When rented to a tenant for income purposes, a business license is required and shall be renewed each year.
- Requires one additional off-street parking space for the suite.
- Are ineligible for 'residential family rates' for utilities.
- Homeowners are responsible for paying two garbage and recycling fees.

- A home containing a secondary suite shall not also contain accommodations for tourists, such as short term vacation rentals or beds and breakfast.
- A secondary suite shall not create noise, traffic or nuisance over and above what would normally be expected in a single family residential district.

## FOR MORE INFORMATION

General	planning@parksville.ca
Building Permits	building@parksville.ca
Business Licensing	bylaw@parksville.ca
Taxes and Utilities	txub@parksville.ca

Section 613 of *Zoning and Development Bylaw, 1994, No. 2000*

<https://parksville.civicweb.net/filepro/documents/19699?preview=1492>

## Photo Captions

Cover photo: "secondary-suite-drawing" by City of Calgary .

Inner photo: "Secondary\_Suite\_Graphic" by District of Sechelt.

*Information is for convenience only. Contact department staff to discuss current and applicable bylaws*



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