

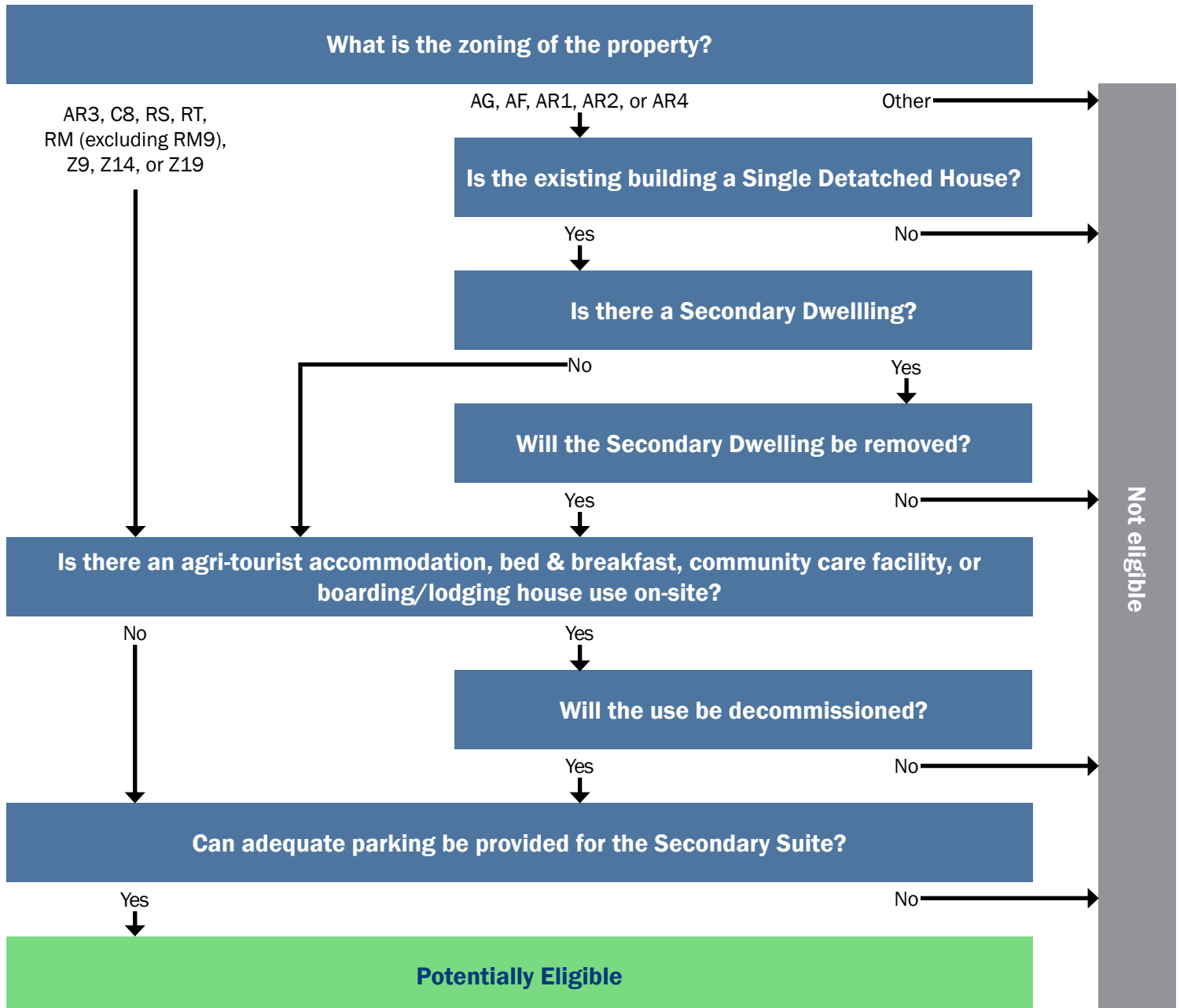


A Guide through the Process: Constructing or Legalizing Secondary Suites

What is a secondary suite?

The City of Prince George Zoning Bylaw No. 7850, 2007 defines a secondary suite as “an accessory, self-contained dwelling within a single detached house, exclusively used for occupancy by one household that complies with the requirements of this Bylaw”.

Is my property eligible for a secondary suite?



What are the parking requirements for secondary suites?

Each secondary suite requires one parking space in addition to the parking requirements for any parent dwelling units. The parking space provided must have a minimum depth of 5.4 m and a minimum width of 2.6 m.

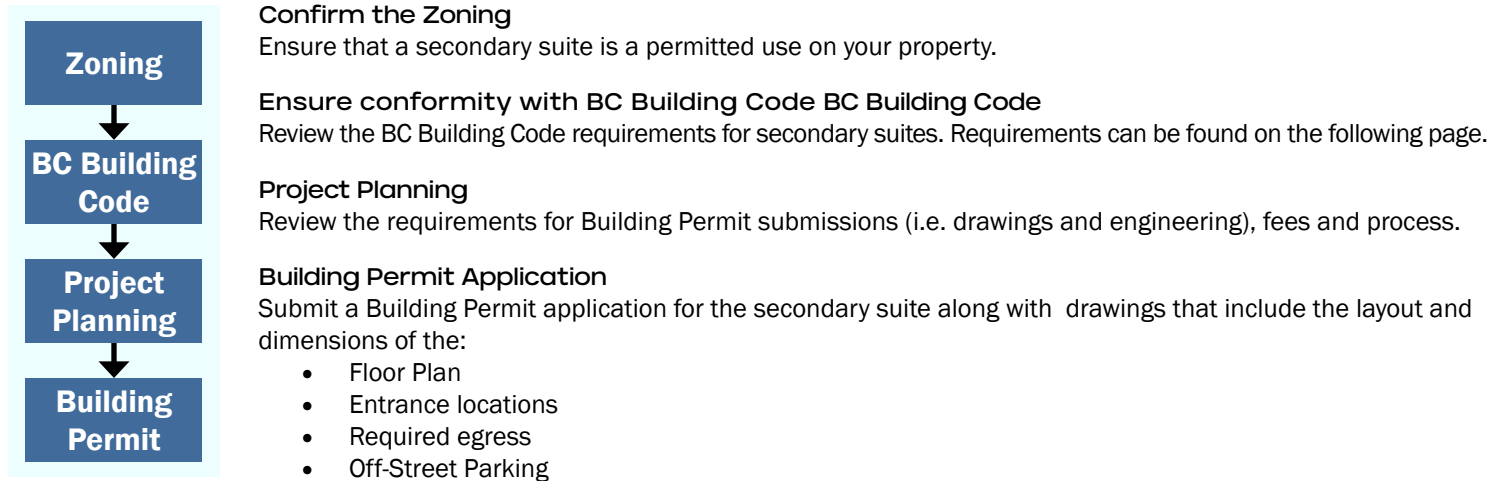
Do I need a building permit for a secondary suite?

You must obtain a Building Permit for a secondary suite to ensure it is constructed to the BC Building Code standards and to City bylaws for health, safety and protection of personal property.

Do I need any other permits?

A Plumbing Permit is required to install fixtures in a secondary suite if the rough-in is not already in place. The plumbing permit application and fixture installation must be completed by a licensed plumber. If the rough-in plumbing is in place and no other changes are being made to the plumbing system no Plumbing Permit is required. A Water Meter must be installed by a licensed plumber if one is not already installed in the home and is required in all dwellings with secondary suites.

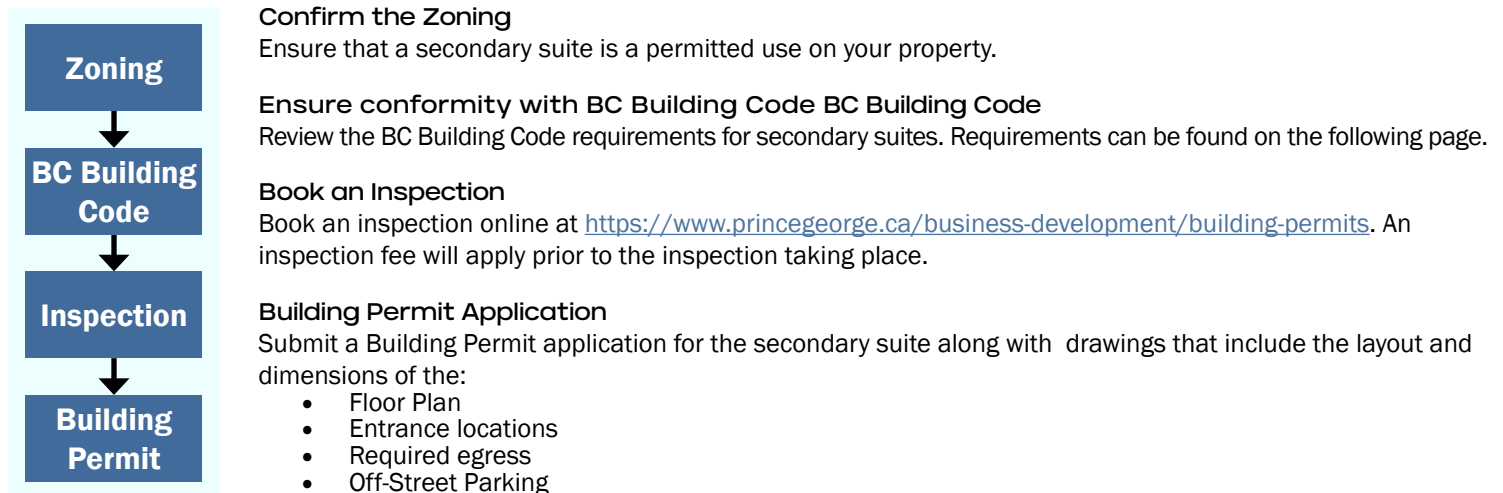
How do I apply for a new secondary suite?



What can be done with a suite that was built without a permit?

An existing illegal (built without permit) secondary suite can be legalized through issuance of a building permit. Alternatively, an illegal secondary suite may be decommissioned to bring the property into compliance. Decommissioning a suite involves removal of the service to the stove, removal of the kitchen sink, and opening of the area to provide access to the main dwelling to use as a single dwelling unit.

How do I legalize an existing secondary suite?

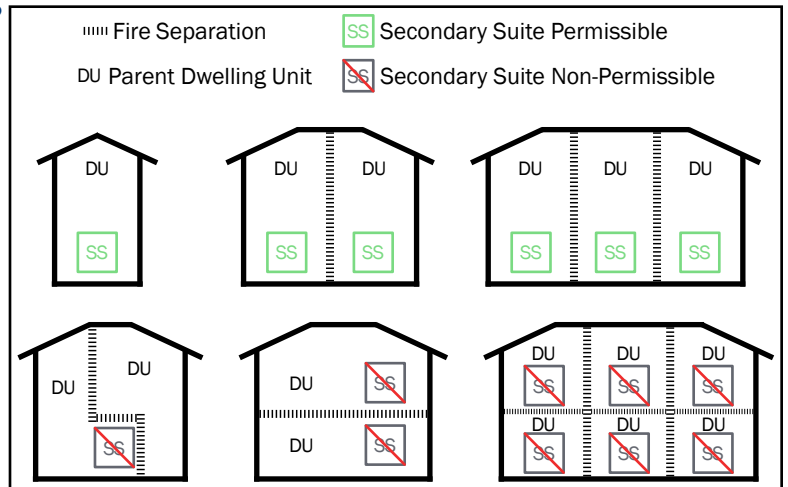


How many secondary suites can I have?

The residential density permitted by the zoning of the property influences the number of secondary suites permitted, as secondary suite units count towards the residential density calculation for a site.

The number of parent units also influences the number of suites permitted, as only one secondary suite is permitted for each parent dwelling unit. This means that one secondary suite is permitted in a single family dwelling, two are permitted in a duplex, three in a triplex, and so on.

Note that secondary suites may only be permitted where other dwelling units are horizontally adjacent, and not where other dwelling units are located above or below each other, as shown in the image to the right.



What are the BC Building Code requirements for secondary suites?

All existing or new secondary suites shall be in accordance to the 2024 BC Building Code, which details the Secondary Suite Provisions.

Minimum Ceiling Height	Ceiling heights to be at least 2.0 m (6'-6" ³ / ₄ ") high with no obstructions below this height along the path of exit travel from any area in the secondary suite.
Exit Stairs	Exit stairs to be at least 860 mm (34") wide, measured between wall faces or guards.
Landings	Landings for exterior stairs serving a secondary suite need not exceed 900 mm (35 1/2") in length.
Means of Egress	Except where a suite is completely sprinklered, every bedroom will have at least one outside door or a window with a minimum clear opening of 0.35m ² (3.77 sq.ft.) and no window dimension less than 380mm (15") clear opening in either height or width.
Fire Separation	<p>Walls require 30 minutes rating consisting of 1 layer of 5/8" Type X drywall on both sides of the wall and resilient channel.</p> <p>Ceilings require 30 minutes rating consisting of 1 layer of 5/8" Type X drywall with minimum 3.5" mineral wool and resilient channel.</p> <p>Doors require 20 minute fire rated door or a solid core abd solid wood jamb door. Must be self-closing and weather stripped.</p>
Doors in a Means of Egress	<p>Every exit door or door that opens into, or is located within a public corridor or other facility that provides an access to exit from a secondary suite will:</p> <ol style="list-style-type: none"> be at least 1980 mm (78") high, have a clear opening width of at least 850 mm (33.5"), and be permitted to swing inward.
Air Ducts	Where a heating and/or ventilation duct system serves more than one suite, the system must include an in-duct smoke detector to prevent the circulation of smoke from one fire compartment to the other. A letter from the electrician stating that the in-duct smoke detector has been installed and tested to the requirements of the current BC Building Code is required before occupancy of the suite can be granted.
Smoke Alarms	<p>An interconnected photo-electric smoke alarm conforming to CAN/ULC-S531 "Standard for Smoke Alarms," must be installed in the main area of the secondary suite with another interconnected photo-electric smoke alarm installed in the main area of the primary residence.</p> <p>An interconnected smoke alarm is also required in each bedroom.</p> <p>A CO detector is required if there is an attached garage or if there are gas fired applianced in the building.</p>

This guide has been prepared to provide information only. It is neither a bylaw nor a legal document. If any contradiction between this guide and the relevant Municipal Bylaws or applicable codes is found, such bylaws or codes shall be the legal authority.

1100 Patricia Blvd., V2L 3V9 | p: 250.561.7900 or 311 | www.princegeorge.ca | [@cityofpg](https://www.instagram.com/cityofpg) [/cityofpg](https://www.facebook.com/cityofpg) [@cityofpg](https://twitter.com/cityofpg)

Planning and Development Services | p: 250.561.7611

Further Questions? Looking to Schedule a Pre-Application Meeting?

For any further questions, or to schedule a pre-application meeting, contact a planner or building inspector in the Development Services Division at 250.561.7611 or devserv@princegeorge.ca



Secondary Suite Questionnaire

Planning and Development Department | 1110 Patricia Blvd. | Prince George, BC, Canada V2L 3V9
devserv@princegeorge.ca | p: 250.561.7611

Civic Address for Suite: _____

Applicant: _____

Address: _____

Email: _____ **Phone:** _____

Owner: _____

Address: _____

Email: _____ **Phone:** _____

Builder: _____

Address: _____

Email: _____ **Phone:** _____

Separate Entrance: ☐ Yes ☐ No

Inspection Fee Paid: ☐ Yes ☐ No

Number of Bedrooms: _____ **Type of Heating:** _____

APPLICANT SIGNATURE

DATE

APPLICANT NAME (PRINT)

For internal use only:

Proceed with Building Permit: ☐ Yes ☐ No

Reasoning: _____

Inspector Signature: _____

Inspector Name: _____