

The following checklist summarizes some of the primary requirements for a secondary suite and is for information purposes only. It is not an exhaustive list; your proposal will need to comply with all applicable regulations. Refer to the BC Building Code, BC Plumbing Code, Technical Safety BC (Electrical) and the District of Saanich Zoning Bylaw for detailed/additional information.

District of Saanich Zoning Bylaw

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A secondary suite is a permitted use in all RS, RD, and A zoned properties. Refer to Section 5.24 of the Zoning Bylaw.

No more than one secondary suite is permitted per real estate entity.

The secondary suite must be located within a single family dwelling or houseplex.

A secondary suite must be wholly contained within the single family dwelling. A secondary suite may not be connected to the primary dwelling unit by a breezeway or enclosed hallway. A secondary suite must be an integral part of the single family dwelling.

A secondary suite shall not be sited or located on a separate titled parcel from the single family dwelling or houseplex.

Unless the applicable regulations say otherwise (e.g. for Small-Scale Multi-Unit Housing projects), one additional *on-site* parking space for the secondary suite must be provided in addition to the two required *on-site* parking spaces for the primary dwelling unit. Only one of the three required parking spaces can be blocked by another parking space. The minimum size for each parking space is 2.6 m wide x 5.5 m long (2.9 m wide if the parking space is abutting a wall and/or structure).

New houses only: The on-site parking space for the secondary suite must have an Energized EV Outlet for Level 2 electric vehicle charging (see Section 7 of the Saanich Zoning Bylaw).

Boarding is not permitted within a secondary suite.

BC Building Code (BCBC)

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The secondary suite must be separated from the primary dwelling unit by a fire separation that meets the minimum fire-resistance rating.

Smoke detectors and carbon monoxide detectors must be provided in bedrooms and hallways and interconnected as required by the BCBC.

Every bedroom must have an openable egress window that meets the minimum size required by the BCBC.

Floor to ceiling height must meet the minimum required by the BCBC. The ceiling height requirement for interior renovations of existing buildings is different than the height requirement for new buildings and additions.

The separation between a secondary suite and the primary dwelling unit must meet the BCBC requirements for sound transmission.

A second and separate ventilation system shall be provided for the secondary suite – or, if a single ventilation system serves both dwelling units, duct smoke detectors and fire dampers shall be installed.

A shut-off valve shall be installed where the water supply enters each dwelling unit, so that, when the water supply to one dwelling unit is shut off, the water supply to the other dwelling unit is not interrupted.