



DEVELOPMENT SERVICES DEPARTMENT Decommissioning a Secondary Suite

*The purpose of this guideline is to assist the homeowner, builder and contractor with the options available and steps that must be taken to decommission a Secondary Suite in a single – family residence in the District of Kent. If you have any questions with regard to these options please do not hesitate to contact District staff for assistance or clarification. **A Building Permit is required for the decommissioning of a Secondary Suite within the District of Kent.***

1) Secondary Suite Definition:

A “Secondary Suite” under the District of Kent Zoning Bylaw is:

an additional dwelling unit located in a single family dwelling building and shall;

- a) meet the criteria listed in the B.C. Building Code; and
- b) be limited to one such use per lot and to a maximum floor area of 90 m square (968.8 sq feet) or 40% of the principal building, whichever is less; and
- c) only be permitted where the building is occupied by the registered owner of the lot as his/her principal place of residence; and
- d) provide one off-street parking space in addition to the 2 spaces required, per dwelling unit.

Secondary Suites are unauthorized unless all of the necessary building, plumbing, electrical and gas permits have been obtained, and an occupancy certificate for the suite has been issued by the District of Kent. Unauthorized suites must be legalized or decommissioned for the safety of the building occupants.

2) Option for decommissioning an unauthorized Secondary Suite

To decommission a secondary suite the home owner must permanently remove cooking facilities from the suite.

Keep in mind that any health, fire and safety issues identified during the decommissioning process or in any previous inspection reports must be resolved during the decommissioning process.

Requirements for permanently removing cooking facilities from a secondary suite

a) What is required:

Permanent removal of:

- i) Stove fan, hood; and
- ii) Cooking facilities (including but not limited to stoves, microwaves, convection ovens, toaster ovens, cook tops, hot plates, camping stoves, barbeques, crock pots, electric fry pans, rice cookers, woks, grills and griddles).

b) For removal of gas cooking facilities:

- i) Apply for a building permit to decommission the Secondary Suite;
- ii) Obtain gas permit for the removal of a gas stove from the BC Safety Authority;
- iii) Gas line work may only be performed by a Licenced Gas Fitter. Electrical work may only be performed by a Licenced Electrician;
- iv) The following items must be removed:
 - the stove;
 - the gas line to the stove, back to the main gas line or the first junction; and
 - the stove fan and hood;
- v) All gas line work, including the capping of the line, shall comply with the British Columbia *Gas Safety Code*, Section B149.1-00 and the *Gas Safety Act and Regulations*;
- vi) All electrical work shall comply with the British Columbia *Electrical Safety Act* and *Electrical Safety Regulations* and the *British Columbia Electrical Code*;
- vii) Gas line termination and capping must be located behind a finished wall or ceiling, unless the area is unfinished;
- viii) Call the BC Safety Authority Inspector to inspect; and
- ix) Once approved by the BC Safety Authority Inspector, call District Building Inspector to do a Final Inspection.

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c) For removal of electric cooking facilities:

- i) Apply for a building permit to commission the Secondary Suite;
- ii) Obtain electrical permit for the removal of an electric stove from the BC Safety Authority;
- iii) The stove must be removed;
- iv) Electrical work may only be performed by a Licenced Electrician;
- v) The stove plug must be removed and the wire to the stove plug cut back 0.6 m (2.0 ft). This will likely entail cutting back some drywall. The drywall that is cut must not be patched until the removal work has been inspected;
- vi) The breaker associated with the stove plug must be removed and the wire cut back 0.6 m (2.0 ft) from the panel also. This work must also be left exposed for inspection;
- vii) The stove fan and hood must be removed and the wire supplying power to it terminated in a safe manner;
- viii) Call the BC Safety Authority Inspector to inspect; and
- ix) Once approved by the BC Safety Authority Inspector, call District Building Inspector to do a final inspection.

Caution: performing gas or electrical work requires extreme care, specialized knowledge and skill. District Building permits are required for gas or electrical work.

Contact information

Building Permits: 604-796-2235

Electrical and Gas Permits and Inspections: 604-795-8415
(Service Centre BC/BC Safety Authority)

For further information please call 604-796-2235, or visit www.district.kent.bc.ca.

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