



**Zoning Bylaw No 4662, 2010**  
**Section 130.05 - Secondary Suites**

- 1) Where permitted, a secondary suite is subject to compliance with the following regulations:
- a) a maximum of one secondary suite is permitted per lot;
  - b) the secondary suite must not be detached from the principal building;
  - c) the secondary suite must occupy a minimum floor area of 20 square metres and a maximum floor area of either 90 square metres or 40% of the total floor area of the building, excluding garage space, whichever is less;
  - d) the registered owner of the lot must occupy, as his/her principal place of residence, either the principal dwelling unit or the secondary suite, or alternatively must:
    - (i) identify a property manager with an address within the District of West Vancouver or within the City or District of North Vancouver to manage tenancies of the principal dwelling unit and the secondary suite;
    - (ii) authorize the property manager to deal with complaints of neighbours or the District arising from the occupancy of the principal dwelling unit or the secondary suite including the parking of motor vehicles by the occupants; and
    - (iii) provide the District the name, address, telephone number and e-mail address of the property manager, and provide written authorization to the District to contact the property manager in the event of such complaints.
  - e) the keeping of lodgers, a personal care facility, a child care facility, or a bed and breakfast is not permitted in a building containing a secondary suite;
  - f) the principal entrance to a secondary suite must be a separate exterior entrance from that of the principal dwelling unit;
  - g) one off-street vehicle parking space must be provided exclusively for the use of the secondary suite and at least two off-street vehicle parking spaces must be provided exclusively for the principal dwelling unit, if the walking distance from the lot to the sign indicating the location of a bus stop, in use and serviced by a public transit service, is more than 60.9 metres;
  - h) the secondary suite off-street vehicle parking space:
    - i. must be located so that any vehicle parked in any required vehicle parking space on the lot may exit the lot without the need to maneuver other vehicles;
    - ii. must be provided in addition to any parking spaces required by this Zoning Bylaw for visitor parking;
    - iii. must, except in the case of parking space already in existence on the lot, be constructed of pervious materials and contained by a suitable edge treatment to prevent erosion;
  - i) the secondary suite must not be subdivided from the principal dwelling unit under the *Land Title Act* or the *Strata Property Act*; and
  - j) water service and electrical service for the secondary suite and the principal dwelling unit must not be metered separately.

I HAVE read a copy of the of the above excerpts from the West Vancouver Zoning Bylaw No. 4662, 2010.

I HEREBY make application for a Business Licence in accordance with the particulars stated above and declare that these statements are true and correct and further, I understand if a Licence is granted I will comply with all applicable bylaws and regulations of The Corporation of the District of West Vancouver.

I UNDERSTAND that I will be subject to fines if I open and/or operate without having received all necessary Bylaw and/or fire inspections and all necessary permits prior to the final Licence inspection and prior to the issuance of a Business Licence.

I UNDERSTAND that if any of the above information changes I have an obligation to advise The Corporation of the District of West Vancouver.

I FURTHER understand that all business licenses expire on December 31 each year and must be renewed each new year.

Applicant Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
month day year

The information on this form is collected under the authority of the *Community Charter* and the *West Vancouver Business and Licence Bylaw No. 4455,2005* in order to process your application for a Business Licence. Personal information collected is protected pursuant to the *Freedom of Information and Protection of Privacy Act*. ENQUIRIES: Bylaw & Licencing Services, The Corporation of the District of West Vancouver 750 17 Street, West Vancouver, BC V7V 3T3 T:604-925-7152