

# BUSINESS LICENCE APPLICATION – DETACHED SECONDARY SUITE

**OFFICE USE** Account # \_\_\_\_\_ Licence # \_\_\_\_\_

- existing detached suite  new suite  building permit # \_\_\_\_\_  owner occupies the principal dwelling  
 owner occupies the detached secondary suite  property manager obtained for non-owner-occupied property

**ADDRESS OF DETACHED SECONDARY SUITE:**

civic (unit) \_\_\_\_\_ house # \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ postal code \_\_\_\_\_

**ADDRESS OF PRINCIPAL DWELLING:**

civic (unit) \_\_\_\_\_ house # \_\_\_\_\_ street \_\_\_\_\_ city \_\_\_\_\_ postal code \_\_\_\_\_

**OWNER CONTACT INFORMATION:**

applicant name \_\_\_\_\_ mailing address \_\_\_\_\_

phone number \_\_\_\_\_ cell phone \_\_\_\_\_ email \_\_\_\_\_

**DOES THE PRINCIPAL DWELLING CONTAIN A SECONDARY SUITE?** Yes  No

**TOTAL SQUARE FOOTAGE OF DETACHED SUITE** \_\_\_\_\_

**TOTAL NUMBER OF OFF-STREET PARKING SPACES** \_\_\_\_\_

**WILL YOU BE OPERATING A BUSINESS AT THIS LOCATION?** Yes  No

**IS THE DETACHED SECONDARY SUITE CURRENTLY OCCUPIED?** Yes  No

**OFFICE USE ONLY**

call number \_\_\_\_\_ approved \_\_\_\_\_ date \_\_\_\_\_

**Zoning Bylaw No. 4662, 2010**  
**130.051 – Detached Secondary Suites (Bylaw #5122)**

- (1) The number of detached secondary suites shall not exceed one per lot, and shall not be permitted on a lot with a duplex:
- (2) The gross floor area of a building containing a detached secondary suite shall be no greater than 148.6 square metres, inclusive of all floor area: (Bylaw #5230)
  - (a) specified in Sections 130.08(4) and 130.08(5) and part of the building containing a detached secondary suite, with no greater than 20.5 square metres of vehicle storage within the building containing the detached secondary suite; and
  - (b) located within any accessory building connected by a roof or covered deck to the building containing the detached secondary suite.
- (3) The maximum number of storeys of a building containing a detached secondary suite shall be 2 plus basement provided that the: (Bylaw # 5230)
  - (a) main storey shall have:
    - (i) no less than 30% of the total habitable space of the suite; and
    - (ii) no more than 20.5 square metres of space for storage of vehicles; (Bylaw #5192)
  - (b) upper storey shall have a floor area no more than:
    - (i) 60% of the main floor area for a building with a pitched roof in accordance with Section 120.19(1)(b); or (Bylaw #5192)
    - (ii) 50% of the main floor area for a building with any other roof form.
- (4) The maximum height of a building containing a detached secondary suite shall be:
  - (a) 4.57 metres if one storey; or
  - (b) 6.40 metres if two storeys.
- (5) The combined width of dormers of a building containing a detached secondary suite shall be limited to no more than:
  - (a) 50% of a building face; and
  - (b) 30% of the building perimeter
- (6) No part of a building containing a detached secondary suite shall be located in a required yard, except the minimum setback to a rear site line is:
  - (a) 1.2 metres for a one-storey building;
  - (b) for a two-storey building, the greater of
    - (i) 1.52 metres; or (Bylaw #5192)
    - (ii) 10% of site width to a maximum of 3.0 metres;
  - (c) notwithstanding (b) above, where a rear site line is shared with an open lane:
    - (i) the minimum setback from the site line shared with an open lane for a building of any height is 1.2 metres; and
    - (ii) the front entry of the building must face the open lane and be set back a minimum of 1.8 metres from the site line.
- (7) No part of a building containing a detached secondary suite shall be located less than 4.9 metres from a principal building. (Bylaw #5270)
- (8) A lot with a detached secondary suite shall include a minimum 6.0 square metres of exterior site area for the exclusive use of the occupants of the detached secondary suite. (Bylaw #5270)
- (9) A detached secondary suite shall not be: (Bylaw #5175)
  - (a) permitted on a lot where there is the keeping of lodgers, a community care facility, a child care facility of more than 8 children in accordance with Section 120.28; (#5353)
  - (b) subdivided from the principal dwelling unit under the Land Title Act or the Strata Property Act.

- (10) The registered owner of a lot with a detached secondary suite shall: (Bylaw #5270)
- (a) occupy, as their principal place of residence, either the principal dwelling unit, detached secondary suite or the secondary suite on the lot; or
  - (b) identify a property manager with an address within the District of West Vancouver, City of North Vancouver or District of North Vancouver to manage the principal and accessory units and their occupants by:
    - (i) authorizing the property manager to address complaints of neighbours or the District arising from occupancy including the parking of motor vehicles by the occupants; and
    - (ii) providing the District the name, address, telephone number and e-mail address of the property manager and authorizing the District to contact them in the event of such complaints.

**141.01 Parking Spaces (Bylaw #5055)**

The minimum parking provided shall be the sum of that required for the uses on the lot:

- (a) Single family or duplex - 1 space required
- (b) Secondary suite or detached secondary suite - 1 space required
- (c) Notwithstanding 141.01(2)(b) of this bylaw, a secondary suite on a lot with a lot line located within 400 metres of a bus stop that is in use and serviced by a public transit service will not require an off street parking space

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

I HEREBY make application for a Business License 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 the application fee is non-refundable.

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: \_\_\_\_\_

**Freedom of Information and Protection of Privacy Act Notice for applicants for this street occupancy request:** By submitting this request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection of this personal information, please contact the Privacy Officer between 8 a.m. and 4:30 p.m., Monday to Friday excluding statutory holidays, at 604-921-3497 (750 17th Street, West Vancouver BC V7V 3T3).

#4830628

**BYLAW & LICENSING SERVICES**

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