

# BUSINESS LICENCE APPLICATION – SECONDARY SUITE

ACCOUNT# \_\_\_\_\_ PROPERTY# \_\_\_\_\_ LICENCE# \_\_\_\_\_  
OFFICE USE ONLY

## BUSINESS LICENCE APPLICATION – SECONDARY SUITE

BYLAW AND LICENSING SERVICES  
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- Existing suite     New Suite (Building Permit # \_\_\_\_\_)     Property Manager Change     Floor plan attached  
 Owner occupied home     Non-owner occupied home

### ADDRESS OF SECONDARY SUITE:

\_\_\_\_\_ civic (unit)    \_\_\_\_\_ house no.    \_\_\_\_\_ street    \_\_\_\_\_ city    \_\_\_\_\_ postal code

### OWNER CONTACT INFORMATION:

\_\_\_\_\_ Applicant name    \_\_\_\_\_ Mailing address

\_\_\_\_\_ Daytime phone number    \_\_\_\_\_ cellular    \_\_\_\_\_ fax    \_\_\_\_\_ e-mail

### PROPERTY MANAGER INFORMATION (non-owner occupied home only):

\_\_\_\_\_ Applicant name    \_\_\_\_\_ Mailing address

\_\_\_\_\_ Daytime phone number    \_\_\_\_\_ cellular    \_\_\_\_\_ fax    \_\_\_\_\_ e-mail

TOTAL SQUARE FOOTAGE OF SECONDARY SUITE: \_\_\_\_\_

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

TOTAL NUMBER OF OFF-STREET PARKING SPACES DEDICATED TO SECONDARY SUITE \_\_\_\_\_

ARE YOU RENOVATING OR ALTERING THE PREMISES?  Yes     No

IS THE SUITE CURRENTLY OCCUPIED?  Yes     No

APPROXIMATE NUMBER YEARS SUITE HAS EXISTED: \_\_\_\_\_

### OFFICE USE ONLY – DO NOT WRITE IN THIS SPACE

Call number \_\_\_\_\_ Category \_\_\_\_\_ Fee \_\_\_\_\_

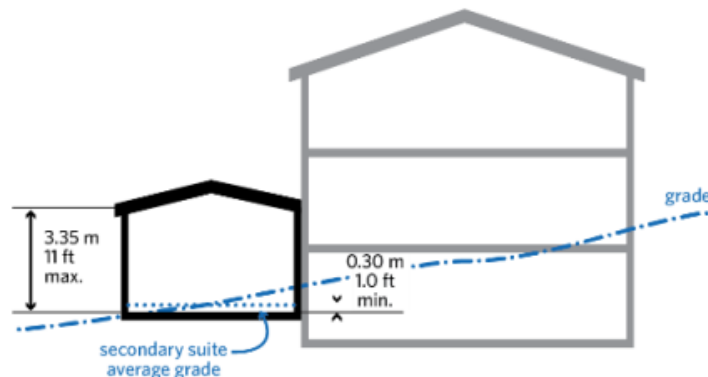
Approved \_\_\_\_\_ Date approved \_\_\_\_/\_\_\_\_/\_\_\_\_/

SEE REVERSE >

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

- 1) No more than one secondary suite shall be accessory to each principal dwelling. (Bylaw #5155)
- 2) A secondary suite shall:
  - a) be part of the principal building; or
  - b) comprise the use of the whole of a separate building abutting the principal building (Figure 1) that:
    - i) is a single basement storey with no part located directly beneath the perimeter defined by the exterior walls of any story of the principal building above;
    - ii) has a floor area no greater than 46.5 square metres with no interior doors or other interconnection with the principal building; and
    - iii) is calculated with a separate average grade from the principal building and has a height measured in accordance with Section 120.19 no greater than 3.35 metres.

Figure 1



- 3) A secondary suite shall have:
  - a) a floor area no less than 20 square metres; and
  - b) a separate, exterior entrance from that of the principal dwelling unit.
- 4) A secondary suite shall not:
  - a) be permitted on a lot where there is the keeping of lodgers, a community care facility, a child care facility, or a bed and breakfast, except that: (Bylaw #5175)
    - i) In Single Family Dwelling Zones and on sites with a single family dwelling in a Duplex Dwelling Zones, child care up to a maximum of 8 children is allowed on any site that meets Provincial legislation and regulations; and
    - ii) The home in which the child care facility is operated must be occupied by the operator or a staff person of the child care facility;
  - b) be subdivided from the principal dwelling unit under the Land Title Act or the Strata Property Act; or
  - c) have separate metering for water service and electrical service from the principal dwelling unit.
- 5) The registered owner of a lot with a secondary suite shall:
  - 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:

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- 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 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

Freedom of Information and Protection of Privacy Act Notification: Your personal information is collected by the District of West Vancouver under section 26(c) of the Freedom of Information and Protection of Privacy Act and will be used to process your secondary suite application. If you have any questions about the collection of this personal information please contact the Records/Information Coordinator, District of West Vancouver, 750 17th Street, West Vancouver, BC at 604-921-3497.



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