

OWNER’S DECLARATION OF SECONDARY SUITE

File No.: _____

Date: _____

I _____ being the registered property owner and resident at _____ which has a suite located at _____ hereby declare:

(a) That I understand that the suite located within the dwelling as stated above can be occupied and used as a secondary suite in accordance with the provision of the Zoning Bylaw, No. 3531, 1986, as outlined below:

- No more than one secondary suite is permitted per lot or per One-family dwelling;
- The secondary suite must be wholly contained within the One-family dwelling, and not connected to the primary dwelling unit by a breezeway or enclosed hallway;
- The registered owner of the property must occupy either the single family dwelling or the secondary suite as their principal residence. An “Owner’s Declaration of Secondary Suite” form must be completed and signed;
- Parking related requirements must be adhered to in accordance with Parking Facilities Bylaw No. 3540, 1986;
- The Suite shall meet the full BC Building Code requirements for newly constructed suites or a minimum of Alternate Compliance Methods (Division A) for existing non-compliant suites.
- If both a Secondary Suite and a Boarding Use are found within the principal building, the total number of unrelated individuals living in the principal building must not exceed six.
- Boarding use is not permitted within the secondary suite.

(b) That I understand that the rooms containing the secondary suite are to be constructed in accordance with the requirements of the British Columbia Building Code.

	Declared before me in:
	<i>(municipality)</i>
<i>(Signature of Owner)</i>	In the Province of British Columbia, on:
	<i>(date)</i>
	<i>(signature)</i>
<i>(Address of Owner)</i>	A commissioner for taking affidavits for
	British Columbia / a Notary Public in and
	for the Province of British Columbia.

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this declaration. Questions can be directed to Corporate Services by email: foi@oakbay.ca or by mail or delivered to District of Oak Bay Corporate Services, 2167 Oak Bay Avenue, Victoria BC, V8R 1G2.