

# The Secondary Suite Program



*In Coquitlam, a secondary suite is defined as an additional, self-contained dwelling unit with kitchen and bathroom facilities, located within a single family home.*

FEBRUARY 2019

Secondary suites encompass up to 25% of all rental accommodation in the Lower Mainland. They also provide many benefits to homeowners, tenants and the community, and tend to be an affordable alternative to apartment living.

# What is a Secondary Suite?



Like all housing, secondary suites must be regulated. The City of Coquitlam Secondary Suite Program was adopted in 2000 and is designed to balance the needs of the homeowner with the minimum health and safety requirements that apply to all housing. Neighbourhoods must also be protected from potential negative impacts that unregulated suites may cause, such as parking congestion, noise and unsightly premises.

This brochure is designed to help you choose which option meets your needs and guide you through the permit process. It is for general guidance only and does not replace the requirements of the British Columbia Building Code, Zoning Bylaw or any other City regulation.

A secondary suite is a separate living area contained within a single family dwelling. It functions as a self-contained living unit complete with a kitchen, bathroom and at least one bedroom. It may share common space on the same floor with the primary residence; for example, a laundry room. The suite must also have at least one access door leading directly outside the dwelling.

A secondary suite is not a separate housing unit with its own Certificate of Title, nor can it be stratified similar to a duplex or townhouse unit. A suite will not be assigned a separate address by the City or be eligible for separate services, such as garbage and recycling.

It is important for you to note that a secondary suite is “secondary” to the principal use of the dwelling. That means a suite cannot be detached from the home. It also cannot be a single story addition or “wing” nor can it be on the top floor of a house. Staff will assist you with this interpretation of these zoning bylaw regulations.

## Can my home contain a Secondary Suite?

Secondary Suites are permitted in most single family homes in residential zones. Although every suite application is reviewed in detail, the following general regulations will apply to all homes:

- A secondary suite may only be located in a single family dwelling.
- A single family dwelling may not contain more than one secondary suite.
- A suite may be located within a residential building containing only one other dwelling unit (the primary unit).
- The suite shall not exceed 40% of the total floor area of the dwelling.
- The suite floor area shall not exceed 40% of the total area of the dwelling, or exceed 90 m<sup>2</sup> (970 ft<sup>2</sup>) which ever is less.
- A suite will not be permitted on a property where a Restrictive Covenant on title prohibits it.

*Planning & Development Staff will help you determine if a secondary suite is permitted in your home.*

### Is Your Suite Legal?

Legal secondary suites provide benefits to homeowners, tenants and the community.

#### A secondary suite is:

- a separate living area contained within a single family home.
- a self-contained living unit with a kitchen, bathroom and at least one bedroom.



**ALL** secondary suites need building permits to be legal.



**ONE SUITE** in a single family home is allowed.



**NO** more than one suite is allowed.



**NO** suites are allowed in multi-family buildings such as duplexes, townhouses or apartments.



**ILLEGAL** suites need to be removed.



## Your Home

Most single family homes, or lots zoned for single family dwellings would be permitted to have a secondary suite. Depending on your current situation, the following chart will help you decide what is best for you and your home.

Unauthorized Suite Owner wants to authorize (legalize) suite	New Suite – Existing Home Owner wants to build new suite in an existing dwelling	New Suite – New Home Owner wants to build new home with authorized suite	Suite Removal Owner no longer wants authorized / unauthorized suite	
Building & Plumbing Assessment <i>(Optional for homes built prior to July 1, 2000 only)</i> Unit assessed, owner given report with list of recommendations and deficiencies.		Demolition Permit <i>(if required)</i>	There are two ways to decommission/remove a suite. Choose Option 1 or 2 <i>(See page 11)</i>	
Building Permit Application	Building Permit Application	Construction must comply with current version of the BC Building Code	Option 1	Remove Cooking Facilities
		Building Permit Application	Option 2	Remove Door Locks on all doors between units to Create One Dwelling Unit
			Suite Removal Form Page 12	
Plans Examination	Plans Examination	Plans Examination	Submit in person: City Hall, 3000 Guildford Way Building Permits Counter Phone: 604-927-3441 or by Email: permits@coquitlam.ca	
Pick up Permit / Pay Fees	Pick up Permit / Pay Fees	Pick up Permit / Pay Fees		
Construction & Inspection	Construction & Inspections	Construction & Inspection		
Final Building & Plumbing Inspections	Final Building Inspection	Final Building Inspection	Bylaw Inspection / Verification may occur	
Occupancy Granted Upon Passing Final Inspection	Occupancy Granted Upon Passing Final Inspection	Occupancy Permit		
Utility Bill Adjustment*	Utility Bill Adjustment*	Utility Tax + 40%	Utility Bill Adjustment*	

## The Age of Your Home

If your home was built before July 1, 2000, a few building code regulations that apply are different than if it was built after this date. The main reason for separate regulations is to take into account that older homes, particularly those built before 1970, were built under very different construction standards. For homes built prior to July 1, 2000, the City of Coquitlam provides owners with the option to pay for an assessment to be done on their home by a Building and Plumbing Inspector. The owner will be provided with a report with a list of recommendations and deficiencies that will assist them with their permit application.

For example, older homes were constructed with low basement ceiling heights, narrower doorways and small windows, all of which affect a person's ability to exit a home during a fire. Also, many of the safety products such as hardwired smoke detectors and fire retardant materials were not available then. As a result, the rules that apply to older homes take this into account to

prevent undue financial hardship to homeowners without compromising safety.

The City of Coquitlam does not provide assessments for homes built after July 1, 2000. All homes built after July 1, 2000 will be required to follow the regulations in the current version of the BC Building and BC Plumbing Codes.

If you are planning to build a new home with a secondary suite, the latest version of the BC Building code and the BC Plumbing code will apply to the entire structure. You are permitted to have only one secondary suite in the new home and it cannot exceed 90 m<sup>2</sup> (970 ft<sup>2</sup>) in area.

\*A utility tax bill adjustment may occur between permit applications and final inspection.

# Benefits of Legalizing your Secondary Suite

*There are a number of advantages to legalizing a secondary suite in your home and most of them relate to the protection of your financial investment and, most importantly, the safety of your home's occupants – both your family and your tenants.*

## Ensure:

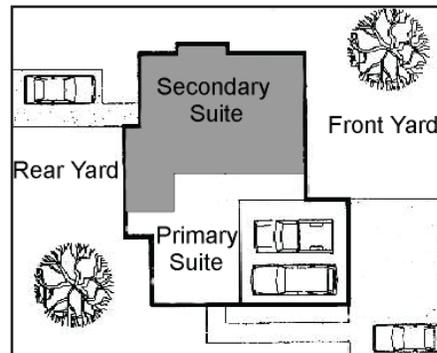
- **Safety of occupants** – When you legalize your suite, you comply with a variety of safety standards designed to provide minimum levels of health and safety to occupants.
- **Ensure adequate property and home insurance coverage** – If your suite is legal, you can obtain the proper insurance coverage that will protect you in cases of emergencies and/or disasters caused by either a tenant or a member of your family.
- **Reduce neighbours' complaints** – A legalized suite enables you to provide adequately for your tenants so their impact on the neighbourhood is minimal. By legalizing your suite, you provide adequate parking so the impact to the neighbourhood and street is minimal.
- **Maintain the value of your home and potentially increase its value** – The work undertaken to legalize a suite is often seen as providing more value because all work has been completed and inspected and has the potential for supplemental income.
- **Avoid costly penalties** - Upon complaint, the City will investigate to confirm whether a secondary suite is permissible and/or legal. A homeowner found with an illegal secondary suite will be required to legalize or remove the suite, and may be faced with bylaw compliance fines.



**Parking** – You will be required to provide one extra parking space for the suite in addition to the two spaces already required for the main dwelling on the lot. The extra parking space for the secondary suite must be independently accessible, contained on the property and not encroach on the public property or right-of-way.

The additional space may be enclosed in a structure such as a detached or attached garage. It may also be a parking pad located on or beside your driveway. Tandem parking is not permitted.

While you or your designer prepares your drawings for the suite, consider the location of this parking space on your site plan. A site plan will form part of your drawing application.



## Who is Responsible?

The homeowner is ultimately responsible for the maintenance, upkeep and condition of a home. This means that all building permits are a form of contract between the City and the owner.

# Considerations When Designing Your Suite

*While you are designing your suite, there are certain elements that require careful consideration. Keep the following in mind while designing your suite and you may be able to reduce costs, construction time and inconvenience, as well as improve space and efficiency.*

**Suite Entrance** – Depending on the layout of your home, you may have very little flexibility. However, if you plan on adding or moving the entrance, consider the location so that it does not disrupt privacy of the principal unit. Also, the Building Code requires that it be located in such a manner that it provides safe exit during the event of a fire. Our staff can assist you with this often complex item.

**Minimum Bedroom Window Areas** – Bedroom windows are an important part of the exiting requirements of a dwelling. If your house is older, you may have to replace some or all of the bedroom windows to meet the current BC Building Code minimum size and area requirements.

**Fire Separations** – The secondary suite and the main dwelling are considered separate fire compartments. The secondary suite must be separated from the main dwelling by walls, floors and ceilings that have a minimum required fire resistance rating. This will help you determine which walls will separate your suite from the rest of the space.

**Pipes and Ducts Penetrating Fire Separations** – Metal pipes and sheet metal air ducts may pass through fire-rated ceilings and walls between the suite and the main dwelling as long as they are tightly fitted. Ducts must be fitted with fire dampers if they are part of a shared forced air heating system.

**Heating** – Homes with shared forced air systems will require the heating and ventilation systems to be separated for health and safety reasons. If you want to control energy use in each unit separately, you may have to install separate heating and control systems. New homes with in-floor heating systems do not require modification.

**Laundry** – Although there is no regulation that states you must provide a laundry service to a suite, most homeowners do because it is a convenience most renters search for. Ask yourself if you want to provide a shared or dedicated laundry.

**Electrical and Gas** – Depending on the age of your home and the electrical wiring, you may require an upgrade to your service. Remember that electrical systems in older homes were not designed to power our modern needs, and the addition of a suite may cause serious interruptions or damage to your home. Contact the Technical Safety BC for suite requirements.

**Alarms** – Is your home up to date with modern smoke alarms and carbon monoxide detectors? Keep in mind that modern alarms are required to be continuously powered and “talk to each other”. In other words, an alarm in one part of your home will activate all



alarms throughout your home. These alarms systems are much easier to install before the wall and ceiling framing are covered with the finished materials.

## Also...

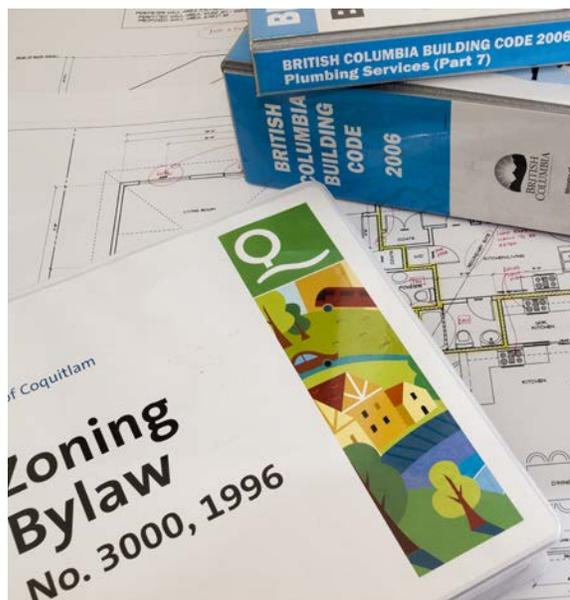
**Home Occupation** – If you are running a business from your home, you should check with our Business Licence staff before you add a suite to your home. There are limitations to the total area and usage of both activities.

**Flood Plain** – Do you live in a flood plain? Specific areas of Coquitlam are located within one of several potential flood zones of the Coquitlam River, Fraser River, Pitt River and several streams throughout our city. Check your Certificate of Title for restrictions or ask our staff for assistance.

**Check Your Title** – If your home is considered as part of a bare land strata, you will require permission from your Strata Council. You should review your certificate of title for any other restrictions that may apply to your lot.

In some cases, restrictive covenants may be removed. You must seek legal advice in this case.

# City Services Available to You



## Contact List

Building Permits, Technical matters & Plans Examination

**Building Permits Division**  
604-927-3441

**Building Inspections**  
webpermits@coquitlam.ca  
604-927-3980

Zoning Matters  
**Development Planning Division**  
604-927-3430

Utility Bill, Tax Assessment  
**Finance Division**  
604-927-3050

## Optional Building & Plumbing Assessment

The Building Division provides a service whereby a Building and Plumbing Inspector will come to your home to assess the area the suite will occupy based on the secondary suite design layout proposed by the owner. This service applies to homes built with a permit issued before July 1, 2000. The purpose of the construction assessment is to provide guidance on what upgrading work is needed so that the suite complies with current regulations. The assessment will help the homeowner understand the scope of the work required and assist owners and their contractors with the construction cost estimate. For more information on the building and plumbing assessment and service fees, please call 604-927-3441, or visit us at the Building permits counter at City Hall.

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## Technical Advice

Our staff will answer your questions about the suite program and steps

you need to take to achieve your goal. We can explain what you need for a successful permit application, assist you in understanding the Zoning Bylaw and BC Building Code regulations, and provide guidance on good building practice and what to look for in a Contractor. Good project planning will lead to good results, and we can help.

## Plans Examination

Our staff will review your drawing submission and point out anything that does not comply with current regulations. Staff will work with you or your designer to resolve these issues so that your application will succeed and a permit can be issued.

## Inspections

Inspections are part of the permit process, and you or your Contractor will be responsible for ensuring the work is completed in accordance with the code and ready for inspection and booking inspections at specific stages of the construction. Our Inspectors will assess the work and point out anything that is not meeting standard regulations. Building and Plumbing Inspectors will be able to answer any technical questions you may have at that time and provide you with an inspection report.

# Regulations

Many people view regulations as a nuisance, bureaucratic red tape and a way for agencies to collect fees. While regulations may cause unplanned delays, inconvenience and even cost, they are designed to better our lives in the community. The Secondary Suite Program does this by regulating where suites are located, the impacts that parking and noise may have in a neighbourhood, and that occupants are protected by enforcing health and safety codes.

## City of Coquitlam Zoning Bylaw (Bylaw No. 3000, 1996)

This City bylaw contains the regulations that control the number, location, size, and parking requirement for a secondary suite. You will find these regulations online at [coquitlam.ca/zoning](http://coquitlam.ca/zoning) or we will provide a copy to you via email, fax or in person. Our staff will be able to assist you with any zoning questions.

## Building Bylaw (Bylaw No. 3598, 2003)

This City bylaw enables the City to regulate secondary suites through the use of permits and inspections. It outlines such things as when permits are required and how and when inspections shall be conducted. This bylaw is also available online at [coquitlam.ca/building](http://coquitlam.ca/building) or at City Hall.

## British Columbia Building Code

This provincial code document contains the health and safety aspects of construction. The Code outlines minimum standards of construction, structural integrity, fire safety, plumbing, heating and ventilation, and many other aspects of buildings that we rely on. Although most people involved in the building industry are familiar with the Code, it is the property owner's responsibility that his or her home is in full compliance with the regulations. This document is copyright protected and may be purchased online in print or digital versions through [bccodes.ca](http://bccodes.ca) or directly from the Queen's Printer or book retailers.

# Your Secondary Suite Application



Before starting any construction work associated with your secondary suite, you will need a **Building Permit**. You must be the owner of the property or produce a **Letter of Authorization** if you are not the owner in order to apply for a Building Permit.

You will submit two copies of your final drawing package. The drawing set will include:

- A site plan accurately drawn to scale showing:
  - ✓ The entire lot, legal description of the property, property lines and identification and dimensions of setbacks of the main dwelling from the property line
  - ✓ Location of secondary suite and primary suite and all parking spaces
- A floor plan at a scale of  $\frac{1}{4}'' = 1'0''$  or metric equivalent accurately drawn to scale that shows:
  - ✓ The entire floor area of the level where the secondary suite is located (area calculation)
  - ✓ Floor plans of the rest of the house to see the size of the secondary suite relative to the size of the house, and its location to the main dwelling
  - ✓ Fire separation walls and floors between the suite and main dwelling
  - ✓ Use and sizes of rooms
  - ✓ Sizes of doors and windows including exit door(s) and bedroom exit window
  - ✓ Location of smoke alarms and primary exhaust fan
  - ✓ Wall construction details
  - ✓ Location of heating sources

**Once the drawings have been reviewed, one set will be returned to you with a permit. You will be required to have this drawing set at the location at all times during construction. One set will be retained in our records for future reference.**

## Other Agencies That You May Require Services From

- **Technical Safety BC** – Gas and Electrical Permits and Inspections: [technicalafetybc.ca](http://technicalafetybc.ca)
- **BC Hydro**: [bchydro.com](http://bchydro.com)
- **FortisBC**: [fortisbc.com](http://fortisbc.com)
- **BC One Call** – Call Before You Dig: [bconecall.bc.ca](http://bconecall.bc.ca)
- **Canada Mortgage and Housing Corporation** – RRAP Program: [cmhc-schl.gc.ca/](http://cmhc-schl.gc.ca/)
- **Your Home Insurance Provider**
- **Your Telephone and Cable Provider**

# Alternative Regulations

The British Columbia Building Code (BCBC) applies to all new construction in the province of B.C. Houses built prior to the creation of the City of Coquitlam's Secondary Suite program (July 1, 2000) may qualify for an alternative set of "made-in-Coquitlam" construction requirements listed below.

Every suite application is unique and will have circumstances that require careful review of the following regulations. Staff will assess your situation and determine which will apply to your home.



## Safe Exiting Requirements

The basic principle of exit requirements is that people must have two methods of exiting the building in case of fire.

### Suite Area and Exits

If your suite has a floor area of 90 m<sup>2</sup> (970 ft<sup>2</sup>) or less, you will need one exit within 15 m (49 ft.) from any location in the suite, or if the suite has a floor area of more than 90 m<sup>2</sup> (970 ft<sup>2</sup>), you need two exits from the suite. Exit doors must swing on a vertical axis in all cases.

### Exit Corridors and Stairs

Exit corridors, stairways, or exterior passageways shared between the main house and the secondary suite must be at least 0.86m (2'10") wide. A person must be able to travel in opposite directions from either suite exit door to two separate exits.

## Doors

The main house and the secondary suite must each have at least one swing door to the outside that is at least 1.98 m (6'6") high and 0.81 m (2'8") wide for fire exiting. The door may swing inward and is allowed to open into a shared corridor or exit stairway which discharges through a swing door to the outside.

### Bedroom Windows

A bedroom window must have a minimum clear height and width of 0.38 m and a clear opening area of at least 0.35 m<sup>2</sup>.

For the purposes of exiting in case of fire, the window must be able to open from the inside.

If the window in the bedroom does not meet the minimum area requirements specified above, you can:

- increase the window area to the minimum required size, or
- provide a bedroom door with direct access to the outside.

## Windows Near Exit Route – Exit Protection

Persons attempting to escape from one dwelling must not be exposed to fire emanating from the other dwelling. If a stair, ramp or exit path that provides the only exit from either dwelling comes within 3 m horizontally, passes 5 m above or 2 m below a window in the other dwelling, the window must not present a hazard to a person using the stair, ramp or exit path. An acceptable level of protection can be achieved by constructing the window of wired glass in a fixed steel frame with no opening vents. The window does not have to be protected if:

- the window is located in a bathroom, or
- the window is located in a room that has a minimum area of 30 m<sup>2</sup>.



### ***Smoke Alarms***

Hardwired and interconnected smoke alarms are required in each bedroom and in a location between the bedroom and remainder of the storey. If the bedrooms are served by a hallway, the smoke alarm shall be located in the hallway.

Where the fire resistance rating of the required fire separation is less than 45 minutes, additional hard-wired, interconnected, photo-electric type smoke alarms must be installed in both the secondary suite and the main dwelling. The smoke alarms must be wired so that activation of the smoke alarm in the suite will activate the alarm in the main dwelling and vice versa.

If the main dwelling and the secondary suite share any common spaces such as a laundry, furnace room, foyer or stair, smoke alarm types as described above must be located in each shared space. The main dwelling must also have interconnected smoke alarms on each floor. The main dwelling smoke alarms can be an ionization type as long as they are compatible and able to communicate with the minimal photo-electric system described above.

### ***Carbon Monoxide (CO) Alarms***

Carbon Monoxide (CO) alarm requirements and installation must be in accordance with the building code.

### ***Sprinklers***

Providing a sprinkler system throughout the entire building may reduce some of the additional photo-electric smoke alarm requirements and the fire resistance ratings of the required fire separations between the suite and the main dwelling.

### ***Fire Separation***

To achieve a 30-minute, fire-resistant rating for the ceilings, a minimum of 12.7 mm Type X gypsum board is required. For walls one layer of 12.7 mm regular gypsum board each side of the wall framing will meet the 30minute requirement for walls. If no drywall exists a minimum of 12.7 mm Type X gypsum board is required on both sides of the wall framing.

### ***Ventilation Systems***

The secondary suite must have a principle ventilation system in accordance with the building code.

### ***Heating Systems***

Every room in a secondary suite must be provided with heating. The main dwelling and the suite may share a forced-air heating/ventilation system; however, safety measures must be in place to prevent the danger of smoke circulating from one unit to another. Details of these requirements are available from the Building Division at City Hall.

Heating systems such as radiant hot water, electric baseboard, etc. do not involve

air exchange between suites and are permitted without special measures.

It is preferable for the Secondary Suite to have its own heating and ventilation systems including controls that are independent from the rest of the building.

### ***Plumbing***

Additional plumbing fixtures installed to accommodate a secondary suite will affect the operation and performance of existing fixtures in other areas of the dwelling. Drainage, venting and water systems must meet Plumbing Code requirements to ensure an acceptable level of performance is maintained throughout the dwelling. Plumbing fixtures must be in good condition and be marked with some evidence of CSA certification. Non-conformance may result in inadequate fixture performance resulting in poor plumbing system performance, trap seal failures and the entry of sewer gas into the building compromising the health of the occupants.

### ***Ceilings in Garages***

Some existing dwellings may have foamed plastic insulation or unprotected combustible insulation in their garage ceilings. This is permitted in existing houses with secondary suites if there is access to only the suite or main dwelling from the garage, and is next to the dwelling it serves.

# Steps to a Successful Application

**1. Decide if you (the Owner) will be the person of contact** with the City. If not, you will have to appoint someone (example: Contractor) and have them fill out an Agent Authorization Form.

**2. Review all documentation** such as covenants, zoning regulations and the design considerations on page 5 that might prevent you from putting a suite in your home. Contact Technical Safety BC regarding electrical and gas requirements.

**3. If you have an unauthorized suite,** consider booking an assessment. A Building and Plumbing Inspector will assess your suite and provide a written guide on upgrading requirements.



**4. Verify the age of your home.** The Building Division can assist you if you do not know. Assessments are not available for homes built past July 1, 2000. All homes built after this date will be required to follow the regulations in the current version of the BC Building and BC Plumbing codes.

**5. Ask two or more Contractors to review your assessment** and provide you with construction estimates. Set your budget. Schedule your work to minimize inconvenience.



**6. If you require any changes to your plumbing,** or are adding new piping or fixtures, you will need a licensed plumbing contractor to apply for a plumbing permit. You will not be permitted to do the work in the suite yourself.

**7. Prepare your design drawings** meeting the standards on page 7. Consider hiring an experienced designer that may suggest a more efficient floor plan, identify ways of saving energy and resolve those difficult code issues.



**8. Submit your drawing application.** A Plans Examiner will pre-screen your drawings to identify any serious issues that may delay your application.

**9. You will receive a call when your permit is ready** for pickup. Any fees owing can be paid at that time. Now would be a good time to hire a plumbing contractor and have him apply for a plumbing permit. The tax department will be notified of the change in status of your account.



**10. Begin construction.** Don't forget to book your building and plumbing inspections. If you are uncertain about when to call for an inspection, contact the Building Division. Remember never to cover up plumbing, framing, or insulation prior to inspection. Also contact Technical Safety BC regarding electrical and gas inspections.

**11. When your suite passes** its final building and plumbing inspection, it will receive occupancy status. Your file will be closed.

**12. If at any time you decide** that you no longer want a suite in your home, you can apply to remove it. See page 11 on steps to remove your suite.

# Removing a Secondary Suite

Secondary suites are unauthorized unless the necessary building and plumbing permits have been obtained, and a final inspection has been completed by the City of Coquitlam. If you do not want to legalize a suite, it is in your best interest to remove the suite and take advantage of this space for your personal use. The added benefit is that you do not face any tax penalties for having an unauthorized suite in your home.

A secondary suite may be removed in one of the following ways:

Option 1 Remove Cooking Facilities	Option 2 Remove Locks to Create One Dwelling
This option involves removing all types of cooking facilities.	The unauthorized suite has to be permanently open and accessible to the rest of the house.
<b>Step 1</b> - Obtain a gas or electrical permit from the Technical Safety BC (TSBC) for the removal of a stove.	<b>Step 1</b> - Remove the locks from doors between the suite and main dwelling. If the suite and the main dwelling unit are not connected by a door, a passageway between the two units must be established.
<b>Step 2</b> - Remove the stove and terminate all associated gas piping or wiring at the wall.	
<b>Step 3</b> - Call the Technical Safety BC Inspector for inspection.	
<b>Step 4</b> - Once approved by Technical Safety BC, fill out the Suite Removal Form enclosed in this brochure, and submit it to Building Permits Counter at City Hall or email to <a href="mailto:permits@coquitlam.ca">permits@coquitlam.ca</a> .	
	<b>Step 2</b> - Fill out the Suite Removal Form enclosed in this brochure, and submit it to Building Permits Counter at City Hall or email to <a href="mailto:permits@coquitlam.ca">permits@coquitlam.ca</a> .  <b>Important:</b> Ensure fire safety standards in the bedroom or sleeping area of the decommissioned suite meet current standards. (The requirement for smoke alarms is mandatory in homes built after December 1981, and is strongly recommended in all homes irrespective of age.)

## Your Utility Tax Assessment

**Important:** You must apply for suite removal by Dec. 31 to qualify for an adjustment in the next year.

### Your Utility Bill

A suite will generate additional usage of services. Here's the breakdown.

- Home with no suite – **standard Utility Tax**
- Home with an authorized suite – **standard Utility Tax + 40% surcharge**
- Home with an unauthorized suite – **standard Utility Tax + 100% surcharge**



# Secondary Suite Removal

Submit in person: City Hall, 3000 Guildford Way  
Building Permits Counter  
Phone: 604-927-3441  
or by email: [permits@coquitlam.ca](mailto:permits@coquitlam.ca)

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

Secondary Suite Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suite Removed (select one)

- 1.  Cooking Facilities Removed
- 2.  Locks from doors between suite and main dwelling removed

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have selected option number **1** or **2** from above you are declaring that the secondary suite has been removed. Reinstating an unauthorized secondary suite without proper permits may result in fines or other legal action.

Please note: You must apply for a suite removal by Dec.31 to qualify for an adjustment in utilities in the following year.

Owner's signature: \_\_\_\_\_

Second Owner's signature: \_\_\_\_\_

**Office Use Only:**

Amanda System Updated:  Tax Roll No. \_\_\_\_\_