

Secondary Suite Incentive Program Guidelines

Program FAQs

What is the Secondary Suite Incentive Program?

The Secondary Suite Incentive Program is a program to help property owners construct a new secondary suite or register an existing unregistered suite in their home.

How does the program help?

The program includes a streamlined review of life safety elements, no application fees, and a \$10,000 grant after completion of the suite, paid from the federal Housing Accelerator Fund.

Is my suite eligible for the program?

Your suite may be eligible for the program if:

- The suite was not registered with the City on September 16, 2024
- The suite complies with Zoning Bylaw and parking requirements
- No more than 1 suite is located in the dwelling
- The dwelling where the suite is located received occupancy at least 1 year prior to application
- You agree to not remove the suite for at least 5 years
- Any required works are completed within 6 months

Are there any fees?

There are no application fees. Applicants will pay a \$260 Registration Fee to register their suite and a \$260 Annual Infrastructure Fee each year the suite is registered.

Is grant funding limited?

Yes. Through the Housing Accelerator Fund, \$1.5 million is allocated to the Secondary Suite Incentive Program. Applicants should apply soon if they wish to be eligible for grant funding.

Are there other secondary suite incentive programs?

Yes. Through BC Housing, the provincial government is offering an incentive program for eligible property owners who rent their suite at below market rates. Please visit BC Housing's website for more information.

Application Process

1 Pre-Application

Before submitting your application, visit the Building Department at City Hall. A Building Official will review the existing condition of your home and answer any questions you may have about meeting the life safety requirements of the Building Code.

2 Application

Complete and submit your application, including the Secondary Suite Declaration Checklist

3 Pre-Inspection

Prior to commencing any work, a Building Official will visit your home and review the current condition of your suite or the location of the proposed suite. If any work is required, the Building Official will provide you with a list of items to complete.

4 Inspection

Once any required work is completed, you may schedule an inspection where a Building Official will inspect and sign off your secondary suite.

5 Suite Registration

After a Building Official has signed off on your secondary suite, you will be provided with a Confirmation of Registration. You will be eligible for a \$10,000 grant from the federal Housing Accelerator Fund, to help cover the cost of completing your suite.