

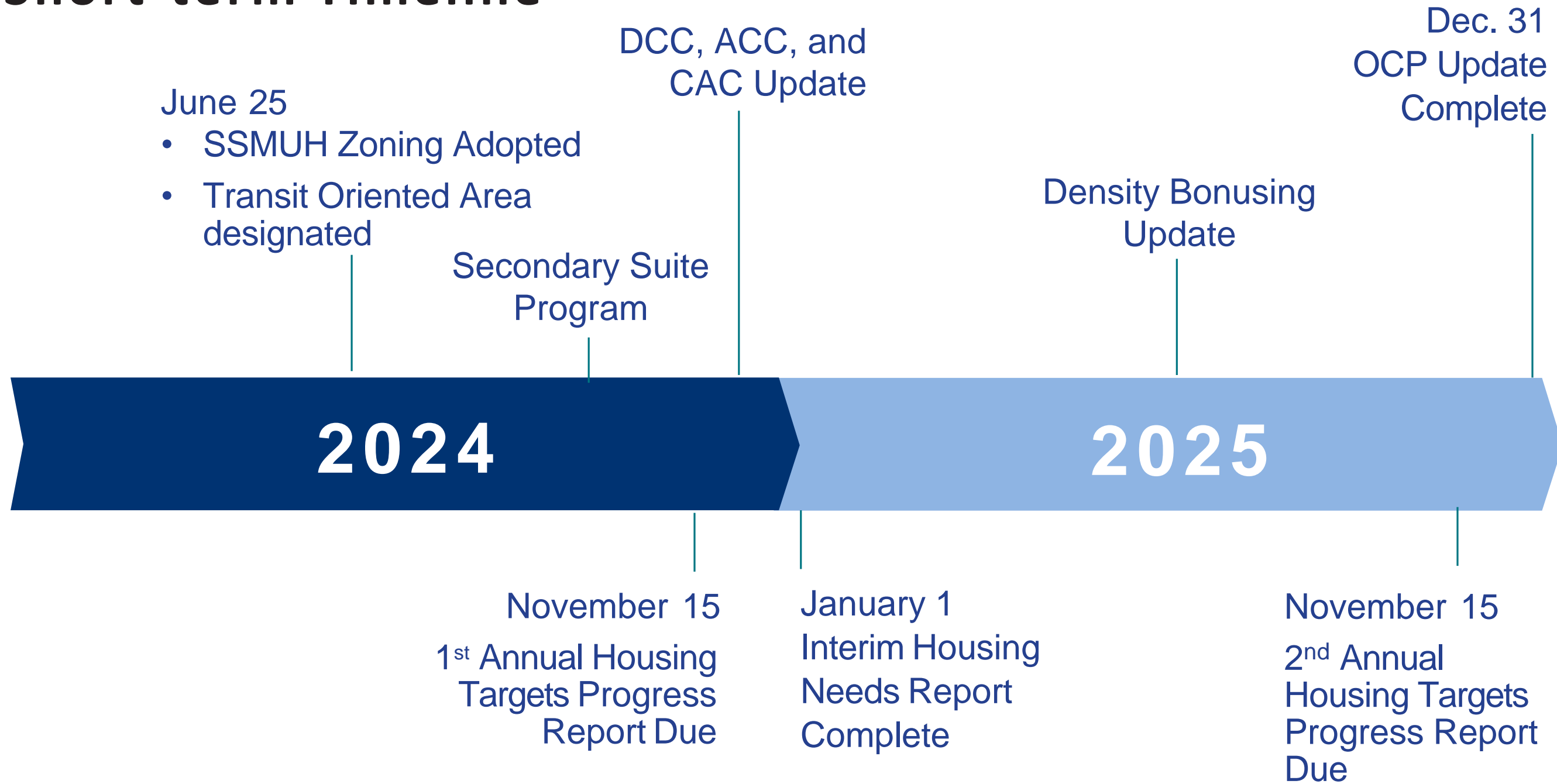
City of Abbotsford Housing Policy - Updates

Abbotsford Access | October 16, 2024

Planning & Development Services



Short-term Timeline



Program Features

- Declaration Checklist
- Inspections to ensure life safety
- Confirmation of Registration (not Building Permit)
- \$10,000 grant upon registration (from HAF)

APPLICATIONS MUST BE SUBMITTED TO THE BUILDING PERMITS & LICENCES COUNTER BETWEEN 8:30 AM – 4:00 PM.
(Online applications are not available for the Secondary Suite Registration Program.)

SECONDARY SUITE REGISTRATION PROGRAM DECLARATION CHECKLIST
Page 1 of 1

Civic Address: _____

APPLICANT INFORMATION

Owner Owner's Authorized Agent (Completed Letter of Authorization Form required)

Name: _____

Business Name (if applicable): _____

Mailing Address: _____

City: _____ Postal Code: _____

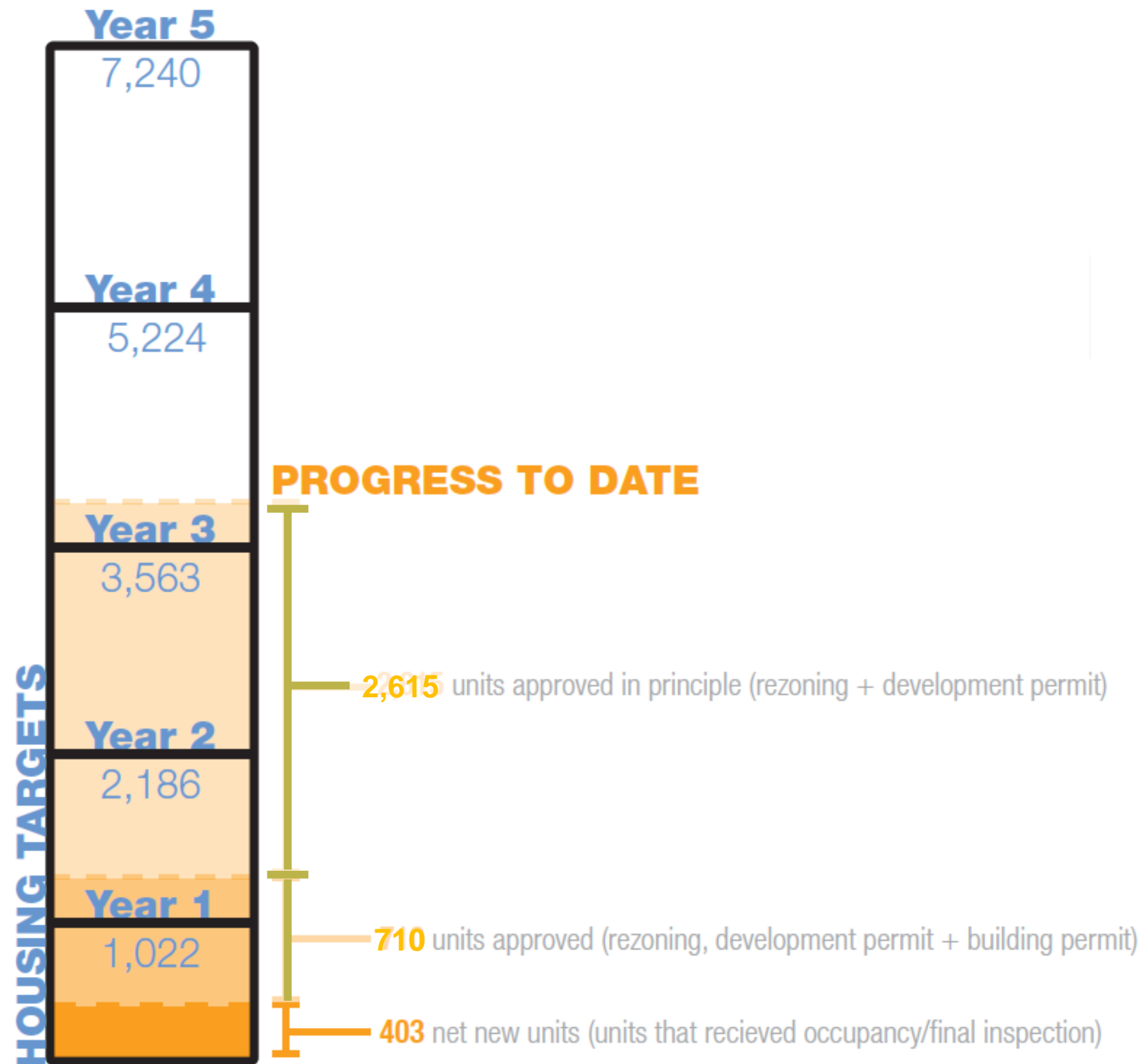
Phone: _____ Email: _____

This declaration checklist is used when a property owner intends to add or register a secondary suite into an existing home. This checklist is used to identify work that must be completed to meet the BC Building Code and City Bylaws providing an acceptable level of safety for both the occupants of the suite and the home.	Yes	Need to come
Exiting Requirements		
The suite has a swing-type door that leads directly outside.	<input type="checkbox"/>	<input type="checkbox"/>
Each bedroom has a window that opens at least 15 in (380 mm) with an openable area of at least 3.77 ft ² (0.35 m ²), or the building has a fire sprinkler system.	<input type="checkbox"/>	<input type="checkbox"/>
Smoke Alarms		
Each bedroom and the area outside each bedroom has an interconnected, photoelectric smoke alarm, such that when one alarm is activated, every alarm in the building is activated.	<input type="checkbox"/>	<input type="checkbox"/>
Fire Protection		
The door between the suite and the remainder of the building is a solid core door (or minimum 20-minute fire resistance rating), weather-stripped, with an automated self-closer.	<input type="checkbox"/>	<input type="checkbox"/>
If the forced air heating system is shared between the main house and the secondary suite, fire dampers are installed at the vents and duct-type smoke detectors are installed that will shut off the furnace; or in-floor radiant or baseboard heating is used.	<input type="checkbox"/>	<input type="checkbox"/>
Any penetrations (e.g. for plumbing) between the suite and remainder of the building are tightly fitted.	<input type="checkbox"/>	<input type="checkbox"/>
Ventilation		
The kitchen exhaust fan leads directly outside and does not connect with any other ducting.	<input type="checkbox"/>	<input type="checkbox"/>
The bathroom has an exhaust fan that leads outside or an openable window.	<input type="checkbox"/>	<input type="checkbox"/>
Ceiling Height		
The finished ceiling height of the suite is at least 2.1 m.	<input type="checkbox"/>	<input type="checkbox"/>
Number of Dwelling Units		
There is only one secondary suite in the home.	<input type="checkbox"/>	<input type="checkbox"/>
Parking		
There is at least 1 off-street parking space for the suite, located on the subject property.	<input type="checkbox"/>	<input type="checkbox"/>
Floor Plan Available		
Floor plan should show suite layout, room labels, kitchen and bathroom fixtures, bedroom window sizes and location of suite entrance(s).	<input type="checkbox"/>	<input type="checkbox"/>

OWNER'S DECLARATION

The owner(s) of the subject property confirm that the information contained in this Secondary Suite Declaration Checklist is accurate and correct. The owner(s) understand that the secondary suite cannot be decommissioned for a period of at least five years after the Suite has been registered. The owner(s) acknowledge that grant funding for the Secondary Suite Incentive Program is limited and that an application or the commencement of work does not guarantee that grant funding will be available to support this project at time of completion and final acceptance.

HOUSING TARGETS – MARCH 31ST



- **Development Cost Charges (DCC)**
 - Charges paid by developers at subdivision or building permit to cover specific infrastructure costs associated with the development
- **Amenity Cost Charges (ACC) Bylaw**
 - Charges paid by developers at subdivision or building permit to cover specific community amenity costs associated with the development
- **Community Amenity Cost Charges (CACs)**
 - Charges paid by developers at rezoning to contribute to the Affordable Housing Reserve Fund
- **Density Bonusing**
 - Charges paid by developers at rezoning to allow an increased number of units beyond that currently allowed

Featured Projects



October 11, 2024

Quality of Life 2024

The City of Abbotsford has a role in supporting and providing services, programs and amenities...

[View Project](#)



August 6, 2024

What Community Means to You!

A huge thank you to everyone who participated and shared their heartfelt thoughts on what communi...

[View Project](#)



August 19, 2024

Development Cost Charges (DCC) and Amenity Cost Charges (ACC) Updates

The City of Abbotsford is updating Development Cost Charges (DCCs), Amenity Cost Charges (ACCs...

[View Project](#)



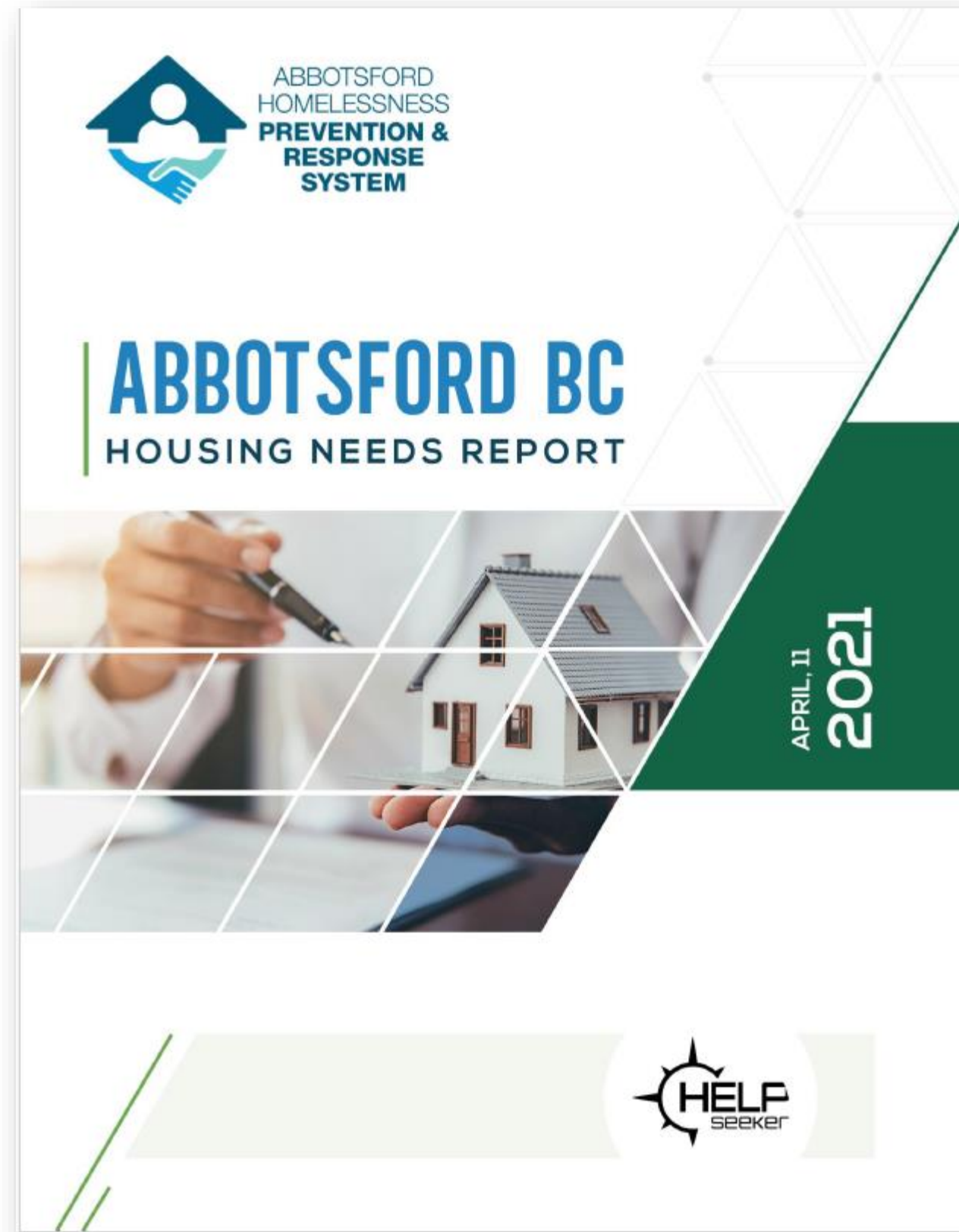
January 30, 2024

Abbotsford 2050 | Official Community Plan Update

We're updating Abbotsford's OCP To accommodate growth in the coming decades, Abbotsford ...

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Housing Needs Report



Questions?



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