



## Secondary Suites bylaws and policies (Updated July 2012)

Twenty-two local governments and one regional district in the Board's area have a secondary suite bylaw or policy which includes restrictions. Minimum requirements for secondary suites are covered in the *BC Building Code*, Section 9.36. This matrix provides an overview and is for your reference. Please refer to the bylaw or policy for more information. Double click on each bylaw to open a new web page to view the full bylaw.

If you have questions, please contact Harriet Permut, Manager, Government Relations at [hpermut@rebgv.org](mailto:hpermut@rebgv.org) or 604.730.3029.

	<b>Anmore</b> Village of	<b>Belcarra</b> Village of	<b>Burnaby</b> City of	<b>Coquitlam</b> City of
<b>Bylaw or Policy</b>	<a href="#">Village of Anmore Zoning Bylaw, 2004, No. 374</a>	<a href="#">Village of Belcarra Zoning Bylaw, 1996, No. 253</a>	<a href="#">Burnaby Zoning Bylaw, 1965, No. 4742</a> <a href="#">In-Law Suite Guide</a>	<a href="#">City of Coquitlam Zoning Bylaw, 1996, No. 3000</a> <a href="#">Secondary Suite Guide</a>
<b>"Suite" Defined (What term is used)</b>	Accessory Suite	Accessory Suite	In-law Suite	Secondary Suite
<b>Zoning (Which zoning areas allow suites)</b>	Single Family Residential Zone	Single Family Residential Zone	Residential Zones Single	Single Family Residential Zone
<b>Type of Suite</b>	Located within a principal building or an accessory building	Located within a principal building or an accessory building	Located within a dwelling unit occupied by the owner or his tenant	Must be contained within the principal building and not in a detached accessory building
<b>Number of Suites Allowed</b>	Not more than 1 suite per parcel of land	Not more than 1 suite per parcel of land	Not more than 1 suite in any dwelling unit	Only 1 secondary suite is permitted in a single family residential use
<b>Size of Suite</b>	Maximum floor area is the lesser of 120 m <sup>2</sup> or 40% of the floor area of the principal building. An accessory Suite within an accessory building shall not have a floor area that exceeds 100m <sup>2</sup>	Maximum floor area 75 m <sup>2</sup>		Maximum of 40% of the total floor area of the main dwelling unit
<b>Who can Occupy the Suite (Are there restrictions on who can occupy a suite)</b>			May only be occupied by: parents, brothers or sisters (and their spouse and dependent children) of the owner or tenant of the principal building. Also, a person employed on a full-time basis to provide personal care services to family of the owner or tenant.	
<b>Owner Occupation (Is the owner required to occupy either the principal building or the suite)</b>				
<b>Number of Occupants Allowed (Is there a maximum set)</b>			Number of adults accommodated by an in-law suite shall not exceed 2	
<b>Parking Requirements (Additional off-street parking for the suite)</b>	2 additional off-street parking spaces required	1 additional off-street parking space required		1 additional off-street parking space required
<b>Suites in New vs. Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites)</b>				<a href="#">Secondary Suites in homes built before July 1, 2000</a>
<b>Fees (Registration, inspection, building permit and other fees for suites)</b>	\$500 building permit application fee	\$75 building permit application fee; \$200.91 annual garbage disposal fee <a href="#">Belcarra Fees</a>	\$130 application for suite fee; \$30 annual in-law suite licence fee; \$190.90 building permit application fee	\$731 annual utility charge or \$292 annual utility charge if suite has met all safety upgrades; \$70 (plus 1% of the value of construction) building permit application fee
<b>Notes</b>				



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	<b>Delta</b> Municipality of	<b>Lions Bay</b> Village of
<b>Bylaw or Policy</b>	<a href="#">Delta Zoning Bylaw, No 2750</a> <a href="#">Secondary Suites Guide</a>	<a href="#">Zoning Amendment Bylaw No.423, 2010</a> <a href="#">Secondary Suites Surcharge Bylaw, 2011, No. 427</a> <a href="#">Secondary Suites Guidelines</a>
<b>"Suite" Defined</b> (What term is used)	Secondary Suite	Secondary Suite
<b>Zoning</b> (Which zoning areas allow suites)	Single Family Residential Zone	Single Family Residential Zone
<b>Type of Suite</b>	Zoning allows for a suite to be contained within the principal building with the exception of the RS9 zone which allows a detached secondary suite, known as a coach house	Dwelling unit accessory to a single family dwelling use. Must not be detached from the principal building
<b>Number of Suites Allowed</b>	Maximum of one suite to lot	Only one suite per single family dwelling
<b>Size of Suite</b>	Minimum of 355 ft <sup>2</sup>	Maximum floor area of 90 m <sup>2</sup> , not to exceed 40% of the total floor area of the building
<b>Who can Occupy the Suite</b> (Are there restrictions on who can occupy a suite)	Boarders and lodgers are not permitted in a single family house that contains a secondary suite	A registered owner must occupy the principal residence or the secondary suite
<b>Owner Occupation</b> (Is the owner required to occupy either the principal building or the suite)		A registered owner must occupy the principal residence or the secondary suite
<b>Number of Occupants Allowed</b> (Is there a maximum set)		
<b>Parking Requirements</b> (Additional off-street parking for the suite)	1 additional parking space is required	1 additional off-street parking space per dwelling unit
<b>Suites in New vs Existing Homes</b> (Policies that set different requirements for new vs. existing suites - view policies on local government web sites)		
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)	Delta Council has waived fees to provide the first inspection of an existing secondary suite (which would determine the necessary building upgrades) and for one re-inspection until January 31, 2012. This = \$250.00 annual savings. A \$300 utility fee reduction has been approved for secondary suites that have a Final Occupancy Permit. It will be prorated from the date the permit is issued.	\$500
<b>Notes</b>	The secondary suite bylaws were adopted July 26, 2010. After December 31, 2010 a \$200 daily fine will come into effect for property owners who have more than one secondary suite in a single family dwelling; have a secondary suite that does not comply with the BC Building Code; or have insufficient off-street parking.	July 19, 2010 Council adopted a new Zoning bylaw amendment legalizing the construction of new secondary suites after Sept. 7, 2010 and a policy regarding how new regulations will apply to suites built before Sept. 7, 2010
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)		
<b>Notes</b>		



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	<b>Maple Ridge</b> District of	<b>New Westminster</b> City of	<b>North Vancouver</b> City of	<b>North Vancouver</b> District of
<b>Bylaw or Policy</b>	<a href="#">Maple Ridge Zoning Bylaw, 1998, No. 5680</a> <a href="#">Secondary Suites Guide</a> <a href="#">Detached Garden Suites Guide</a>	<a href="#">Zoning Bylaw 2001, No. 6680</a> <a href="#">Secondary Suites Guide</a>	<a href="#">Zoning Bylaw 1995, No. 6700</a> <a href="#">Secondary Suites Guide</a>	<a href="#">District of North Vancouver Zoning Bylaw, 1065, No. 3210</a> <a href="#">Secondary Suites Guidelines</a>
<b>"Suite" Defined</b> (What term is used)	Secondary Suite; Garden Suites	Secondary Suites	Accessory Secondary Suites	Secondary Suites
<b>Zoning</b> (Which zoning areas allow suites)	One Family Residential; Agricultural; Intensive Green house District; Group home; Suburban Residential, Strata; Rural Residential Strata Zones	Single Family Residential Zone	Single Family Residential Zone	Single Family Residential Zone
<b>Type of Suite</b>	Must be contained within the same building as the one family residential use	Must be contained within the same structure as the single dwelling	Must be located in the principal structure on the site. Coach houses are also permitted.	Suite designated within a single family residential zone
<b>Number of Suites Allowed</b>	Limited to one per lot	No house may contain more than one secondary suite	Only 1 suite per single family dwelling	Only 1 suite per single family dwelling
<b>Size of Suite</b>	Minimum floor area of 37 m2 and a maximum floor area of 90 m2, not to exceed 40% of the total floor area of the building	Minimum 350 sf and maximum 968 sf, not to exceed 40% of the total floor area of the building	Maximum size of the lesser of 90 m2 or 40% of the total habitable floor space of the house	Maximum size of the lesser 90 m2 or 40% of the total habitable floor space of the house
<b>Who can Occupy the Suite</b> (Are there restrictions on who can occupy a suite)				
<b>Owner Occupation</b> (Is the owner required to occupy either the principal building or the suite)	Either the dwelling unit or the secondary suite must be occupied by the registered owner		Either the dwelling unit or the secondary suite must be occupied by the registered owner. This is also the case for a coach house.	Either the dwelling unit or the secondary suite must be occupied by the registered owner. This is also the case for a coach house.
<b>Number of Occupants Allowed</b> (Is there a maximum set)				
<b>Parking Requirements</b> (Additional off-street parking for the suite)	1 additional off-street parking space per dwelling unit	1 additional off-street parking space per dwelling unit required	1 additional off-street parking space per dwelling unit	1 additional off-street parking space per dwelling unit
<b>Suites in New vs Existing Homes</b> (Policies that set different requirements for new vs. existing suites - view policies on local government web sites)	<a href="#">New secondary suites checklist</a>  <a href="#">Garden suites</a>	<a href="#">Secondary Suites in homes built before July 6, 1998</a>  <a href="#">Secondary Suites in homes built on or after July 6, 1998</a>		
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)	\$30.25 inspection paper work fee; \$73.40 inspection registration fee; \$250 suite registration fee; Annual water and sewer charges for a home with a suite are doubled		Level-A Accessory Coach House Development Permit: \$500.	
<b>Notes</b>			Coach Houses permitted in some zones  <a href="#">Coach Houses</a>	



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	<b>Pemberton</b> Village of	<b>Pitt Meadows</b> City of	<b>Port Coquitlam</b> City of	<b>Port Moody</b> City of
<b>Bylaw or Policy</b>	<a href="#">Village of Pemberton, Zoning Bylaw 2001, No. 466</a>	<a href="#">Land Use Bylaw, 2001, No. 1250</a>	<a href="#">Zoning Bylaw, 1987, No. 2240</a> <a href="#">Secondary Suite Guide</a>	<a href="#">City of Port Moody Zoning Bylaw, 1998, No. 1890</a> <a href="#">Secondary Suite Guide</a>
<b>"Suite" Defined</b> (What term is used)	Accessory Suite	In-Law Suite	Secondary Suite	Secondary Suite
<b>Zoning</b> (Which zoning areas allow suites)	Residential Zone; Agricultural Zone	Single Family Residential Zone	Single Family Residential Zone ( except in the Riverwood neighborhood); Agricultural Zone	Single Family Residential Zone; Comprehensive Development Zone
<b>Type of Suite</b>	Must be located within a principal building, not within an accessory building	Suite located within a dwelling unit in a building for single family residential use	Suite located within a one family residential zone	Suite must be located within the same real estate entity as the principal residence
<b>Number of Suites Allowed</b>	Not more than 1 accessory suite is permitted on a parcel of land	Only 1 in-law suite permitted in a dwelling unit	1 suite permitted within a building for one family residential use containing only 1 other dwelling	Suite shall be located within a building of residential occupancy containing only 1 other dwelling unit
<b>Size of Suite</b>	Maximum floor area of 75 m <sup>2</sup>	Suite shall not occupy more than 40% of the habitable floor area of the dwelling unit	Maximum floor space not exceeding 90 m <sup>2</sup> or 40% of the total habitable floor space of the house	Maximum floor space not exceeding 90 m <sup>2</sup> or 40% of the total habitable floor space of the house
<b>Who can Occupy the Suite</b> (Are there restrictions on who can occupy a suite)		May be occupied by parents, grandparents, brothers or sisters (and their spouse) of the head of the family occupying the dwelling unit in which the in-law suite is located. Physically handicapped persons may also occupy the suite		
<b>Owner Occupation</b> (Is the owner required to occupy either the principal building or the suite)		A dwelling unit in which an in-law suite is located shall be owner occupied		
<b>Number of Occupants Allowed</b> (Is there a maximum set)		No more than 3 persons shall use or occupy an in-law suite		
<b>Parking Requirements</b> (Additional off-street parking for the suite)	1 additional off-street parking space per dwelling unit required	1 additional off-street parking space per dwelling unit required		1 additional off-street parking space per dwelling unit required
<b>Suites in New vs. Existing Homes</b> (Policies that set different requirements for new vs. existing suites - view policies on local govern- ment websites)				
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)	Building permit application fee charged according to square footage; \$642.15 annual sewer rate per suite; \$484.95 annual water rate per suite	Building permit fee is 1% of construction value; \$260 application fee	Building permit application fee is based on the value of construction; additional garbage collection fees apply to a home suite; \$251.88 annual sewer fee; \$260.98 annual water charge unless occupied by a relative of the owner or a caregiver	A deposit fee is paid at time of application; the permit fee is based on calculated construction value; a damage bond may also be required; \$115 for business licence; \$115 room rental fee; \$347 water and \$333 sewer annually
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	<b>Richmond</b> City of	<b>Squamish</b> District of	<b>Squamish-Lillooet</b> Regional District Area A & B	<b>Squamish-Lillooet</b> Regional District Area C
<b>Bylaw or Policy</b>	<a href="#">Richmond Zoning and Development Bylaw, 2009, No. 8500</a> <a href="#">Secondary Suites Guide</a>	<a href="#">Squamish Zoning Bylaw, 1995, No. 1342</a>	<a href="#">Squamish-Lillooet Regional District Zoning Bylaw, 1999, No. 670</a>	<a href="#">Squamish-Lillooet Regional District Zoning Bylaw, 2002, No. 765</a>
<b>"Suite" Defined</b> (What term is used)	Secondary Suite	Secondary Suite	Secondary Suite	Secondary Suite
<b>Zoning</b> (Which zoning areas allow suites)	Single Family Residential Zone; Agricultural Zone	Single Family Residential Zone	Single Family Residential Zone	Single Family Residential Zone
<b>Type of Suite</b>	Suite must be completely enclosed within the same building as the dwelling unit and not in a detached accessory building	Suite located within a family dwelling unit	Suite located within a single dwelling	Suite located within a single dwelling
<b>Number of Suites Allowed</b>	1 secondary suite allowed per one family dwelling	1 suite allowed per single family dwelling and per townhouse	1 suite allowed per single dwelling	1 suite allowed per single dwelling
<b>Size of Suite</b>	Maximum floor space not exceeding 90 m <sup>2</sup> or 40% of the total habitable floor space of the house	Maximum floor space not exceeding 90 m <sup>2</sup> or 40% of the total inhabitable floor space of the house. Above a garage in a detached accessory building, maximum gross floor area of the suite is 51 m <sup>2</sup> (550 sq ft); In a principal dwelling maximum floor space of 65 m <sup>2</sup> (700 sq. feet) or 40% of the gross floor area of the building, whichever is less.	Maximum floor area of 75 m <sup>2</sup> or less	Maximum floor area of 75 m <sup>2</sup> or less
<b>Who can Occupy the Suite</b> (Are there restrictions on who can occupy a suite)				
<b>Owner Occupation</b> (Is the owner required to occupy either the principal building or the suite)				
<b>Number of Occupants Allowed</b> (Is there a maximum set)				
<b>Parking Requirements</b> (Additional off-street parking for the suite)	1 additional off-street parking space required on a lot fronting on an arterial road	1 additional off-street parking space per dwelling required	1 additional off-street parking space per dwelling required	1 additional off-street parking space per dwelling required
<b>Suites in New vs. Existing Homes</b> (Policies that set different requirements for new vs. existing suites - view policies on local government websites)	<a href="#">Existing Secondary Suite, Section 5.4 of Zoning Bylaw</a>			
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)	Building permit application fee equal to 50% of the building permit fee (see bylaw for calculations of fee amount). Before submitting plans the applicant is to request an on-site inspection of the premises. A fee of \$110 is payable for a Building & Plumbing/Gas Inspector to conduct the on-site inspection.	Minimum plan processing fee \$75	Minimum building permit application fee of \$105	Minimum building permit application fee of \$105
<b>Notes</b>	<a href="#">Coach Houses, Section 8.3 of Zoning Bylaw</a>			



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	<b>Squamish-Lillooet</b> Regional District Area D	<b>Sunshine Coast</b> Regional District A	<b>Sunshine Coast</b> Regional District B,D,E & F
<b>Bylaw or Policy</b>	<a href="#">Squamish-Lillooet Regional District Zoning Bylaw, 1994, No. 540</a>	<a href="#">Sunshine Coast Zoning Bylaw, 1990, No.337 (Area A)</a>	<a href="#">Sunshine Coast Zoning Bylaw, 1987, No.310 (Area B, D, E &amp; F)</a>
<b>"Suite" Defined</b> (What term is used)	Secondary Suite	Auxiliary Dwelling Unit	Auxiliary Dwelling Unit
<b>Zoning</b> (Which zoning areas allow suites)	Brittania Beach Residential One Zone	On parcels exceeding 2,000 m <sup>2</sup> ; Residential One Zone; Residential Two Zone On Parcels exceeding 3,500 m <sup>2</sup> ; Country Residential One Zone; Rural One Zone	On parcels exceeding 2,000 m <sup>2</sup> ; Residential One Zone; Residential Two Zone; on parcels exceeding 3,500 m <sup>2</sup> ; Country Residential One Zone; Rural One Zone
<b>Type of Suite</b>	Suite located within a single dwelling	Cottage or suite	Cottage or suite
<b>Number of Suites Allowed</b>	1 suite allowed per single dwelling	1 cottage or suite	1 cottage or suite
<b>Size of Suite</b>	Maximum floor area of 75 m <sup>2</sup> or less	Maximum floor area of 55 m <sup>2</sup>	Maximum floor area of 55 m <sup>2</sup>
<b>Who can Occupy the Suite</b> (Are there restrictions on who can occupy a suite)			
<b>Owner Occupation</b> (Is the owner required to occupy either the principal building or the suite)			
<b>Number of Occupants Allowed</b> (Is there a maximum set)			
<b>Parking Requirements</b> (Additional off-street parking for the suite)	1 additional off-street parking space per dwelling required	1 additional off-street parking space per dwelling required	1 additional off-street parking space required per dwelling unit
<b>Suites in New vs Existing Homes</b> (Policies that set different requirements for new vs. existing suites - view policies on local government websites)			
<b>Fees</b> (Registration, inspection, building permit and other fees for suites)	Minimum building permit application fee of \$105	\$500 processing fee; \$166.92 annual water charge per dwelling unit	
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	<b>Vancouver</b> City of	<b>West Vancouver</b> District of	<b>Whistler</b> Resort Municipality of
<b>Bylaw or Policy</b>	<a href="#">Zoning and Development Bylaw, 1997, No. 3575</a> <a href="#">Secondary Suites Guide</a> <a href="#">Secondary Suite Inspection Fee Bylaw, 1989, No. 6553</a>	<a href="#">Zoning Bylaw, 1968, 2000</a> <a href="#">Secondary Suite Program</a>	<a href="#">Zoning and parking Bylaw, 1983, No. 303</a>
<b>"Suite" Defined (What term is used)</b>	Secondary Suite	Secondary Suite	Auxiliary Residential Dwelling Unit
<b>Zoning (Which zoning areas allow suites)</b>	Secondary Suites are permitted in all single-family and multi-family areas. In 2009, zoning changes were approved for secondary suites within apartments in major commercial areas, the Downtown and South East False Creek. Laneway housing: In 2009 laneway housing in single-family areas	Single and multi-family residential zone	Single-Family Residential; Rural Resource; Tourist Pension (Bed & Breakfast); and Institutional (Church) Zones
<b>Type of Suite</b>	A suite is a dwelling other than the principal dwelling, located in single detached, attached, duplex and condominiums; laneway housing in single family areas	A dwelling unit accessory to a single -family or two- family dwelling	In the Rural Resource and Tourist Pension Zones: the dwelling unit must be contained within a principal residential building. In the Residential and Institutional Zones the dwelling unit can be in either the principal building or an auxiliary building
<b>Number of Suites Allowed</b>	Allowed to have 1 suite in every detached single family home	Not more than 1 in-law suite shall be permitted in any single family dwelling	
<b>Size of Suite</b>	Minimum 400 sq. ft. and maximum 1,000 sq ft, not to exceed 30% of the gross floor area of the dwelling.	Minimum floor area of 20m <sup>2</sup> and a maximum of either 90m <sup>2</sup> or 40% of the total floor area of the building, excluding garage space, whichever is less.	90 m <sup>2</sup> maximum
<b>Who can Occupy the Suite (Are there restrictions on who can occupy a suite)</b>			
<b>Owner Occupation (Is the owner required to occupy either the principal building or the suite)</b>		The principal dwelling unit shall be occupied by the owner	
<b>Number of Occupants Allowed (Is there a maximum set)</b>			
<b>Parking Requirements (Additional off-street parking for the suite)</b>	Homes built before April 20, 2004: 1 on-site parking space. Homes built on/after April 20, 2004: 2 on-site parking spaces (one for primary dwelling and one for suite)	1 additional off-street parking space required	1 off-street parking space required per dwelling unit
<b>Suites in New vs Existing Homes (Policies that set different requirements for new vs. existing suites - view policies on local government websites)</b>			
<b>Fees (Registration, inspection, building permit and other fees for suites)</b>	2011 Fees: One time inspection and permit fees as follows: Special Inspection \$152 (plus HST); Combined Development & Building Permit from \$648; Electrical Permit from \$57; Plumbing Permit from \$142; Gas Permit from \$149. Annual Business License \$60; One-time fee for new applications \$50; Additional fees Water \$165; Sewer \$87; Recycling \$23	\$400 application fee; \$350 annual renewal fee	\$750 development permit fee
<b>Notes</b>	\$152 for a special inspection of a suite within 60 days of the notification date; \$456 for a special inspection after 60 days from the notification date. A special inspection is required to determine what needs to be upgraded in a secondary suite.	<a href="#">Secondary Suites FAQs</a>	