

FACT SHEET
Class 1 Secondary Suites & Accessory Dwelling Units in the City of Colwood

Effective: January 1, 2010

There are two ‘forms’ of suites:

1. Conventional **SECONDARY SUITES** within single-family homes, and secondly,
2. **ACCESSORY DWELLING UNITS (ADU’s)**, which is the term used for ‘suites’ within multiple-family dwellings and in accessory buildings (ie. – “carriage houses”). The different label for these circumstances is necessary to avoid conflict with how the B.C. Building Code defines secondary suites.

Application fees:

- **Class 1** permit registration \$200
- **Class 1** permit annual renewal \$ 50

The primary conditions of use are:

- Only one suite will be permitted for each principal dwelling;
- The owner must reside in either the suite itself or the principal dwelling;
- The suite cannot be strata-titled;
- A restrictive covenant prohibiting stratification of a new Class 1 Secondary Suite or Accessory Dwelling Unit must be registered against the title of the property on which it is located;
- All Secondary suites and Accessory Dwelling Units are required to be compliant with the B.C. Building Code as well as any zoning requirements;
- Maximum size of **90m² or 40%** of the principal building floor area, whichever is less, for **Class 1 Secondary Suites**;
- Maximum size of **60m² or 40%** of the principal building floor area, whichever is less, for **Accessory Dwelling Units**;
- One off-street parking space shall be provided for every 1 or 2 bedroom suite in addition to the 2 spaces required for the principal dwelling unit. Spaces in enclosed garages cannot count towards this requirement, but spaces in unenclosed carports do.

It should be noted also that, since secondary suites or accessory dwelling units are ancillary to and have their existence solely associated with the principal dwelling on the property, separate and unique addresses for them will not be assigned by the City nor recognized by Canada Post.