

SPECIAL PRE-APPLICATION SERVICE GUIDE



What You Need To Know

- A secondary suite cannot be strata-titled or sold.
- Only one secondary suite is permitted by the BC Building Code in a single detached dwelling, (house).
- A duplex may have two suites; however only one suite is allowed per side and must be located in the lower part of the duplex.
- A City of Delta issued building permit is required before any secondary suite Fire & Life Safety upgrade works are conducted.

The **STEPS** outlined in this service guide, along with the technical notes, are provided to assist homeowners to better understand the process in achieving an approved secondary suite. However this guide should be considered information only and not a legal document. If there are discrepancies between this guide and the relevant City of Delta Bylaw and applicable BC Building Code, the language of the City of Delta Bylaw and BC Building Code shall be the legal authority.



Limited Time Offer

Service fees are free of charge for the following:

- Special Pre-Application Service Fee
- Building Permit Application Fees

What You Need To Do

1

Submit your building permit application

Building permit applications must be submitted on City of Delta's **eApply** platform. Submit your application by visiting deltaonline.ca and click on "Permit & Development Applications - Existing Secondary Suite" then follow the prompts.

- City staff will review your submitted New Secondary Suite building permit application.
- Once the review is completed, you will be contacted by City staff and informed your building permit is ready for issuance.
- You will need to sign for the building permit conditions, once signed your building permit will be considered active.

2

Issued building permit

Construction Upgrades:

- Begin work on the upgrades to your secondary suite.
- Login to your Delta MyCity account to schedule your inspections as noted within your building permit conditions.



Learn more at
Delta.ca/ExistingSecondarySuites
604-946-3380 | suites@delta.ca



Facebook
CityofDeltaBC



Twitter
CityofDeltaBC



Instagram
CityofDeltaBC

Delta

HOME SUITE HOME

EXISTING SECONDARY SUITES

Unlock Your Home's Existing Secondary Suite Potential



Did You Know?

The City of Delta offers a special pre-application service to homeowners of unapproved secondary suites. This service provides homeowners the option of having City of Delta Secondary Suite Ambassadors attend the secondary suite before the building permit process begins. The intent of this service is to help homeowners better understand the application process.

TECHNICAL NOTES

For a better understanding how your secondary suite meets the requirements of the BC Building Code, please check off what you currently have installed in your secondary suite for each box in the lettered section (A to H).

(A) Ceiling Height of Rooms within the Secondary Suite

- Ceiling height of all rooms within the secondary suite must be a minimum of 1.95 m (6 ft 4 ¾ in).
- Minimum height under beams and ducting within the secondary suite must be 1.85 m (6 ft 1 ¼ in).

(B) Exiting

- A safe exit must be provided directly to the exterior from the secondary suite.
- Exiting through a garage or service room is not permitted.
- All sleeping rooms (bedrooms) must have a window that provides emergency egress (exit) to the exterior. The window must have an unobstructed opening of not less than 0.35 m² (3.77 ft²) with no dimension less than 380 mm (15 in).

(C) Fire Separation

- Minimum 12.7 mm (½ in) drywall is required on both sides of all walls that separate the secondary suite and the principal dwelling, as well as on the ceiling of the secondary suite.
- Resilient metal channel, spaced on center at either 400 mm (16 in) or 600 mm (24 in), is required to be installed on one side of the finished drywall areas for all walls and ceilings that separate the secondary suite and the main part of the house, and an additional minimum 12.7 mm (½ in) drywall is then installed over the metal channel.

(D) Smoke Alarm

- Photo-electric smoke alarms must be installed in each sleeping room and hallway of the secondary suite and permanently connected (hard-wired) to an electrical circuit. Also, the smoke alarms must be interconnected so that the actuation of one alarm will cause all alarms in the secondary suite to sound.
- An additional photo-electric smoke alarm must be installed in the main part of the house and in the secondary suite and interconnected so the actuation of the one additional smoke alarm will cause the other additional alarm to sound.

(E) Carbon Monoxide (CO) Alarm

- IF** there is a natural gas furnace or natural gas hot water tank in the building; Carbon Monoxide alarms are required to be installed in locations as recommended by the manufacturer. This includes installing Carbon Monoxide alarms in the main part of the house and in the secondary suite and ensuring they are interconnected so the actuation of one Carbon Monoxide alarm will cause the other alarm to sound.

(F) Heating

A separate heating thermostat controller must be located in the secondary suite for any of the three options:

- Electric baseboard heaters throughout the secondary suite area.
- Independent furnace and ducting system separate from the main part of the house; installed to heat the secondary suite only.
- Heating system that serves both the secondary suite and the main part of the house; any heating ducts terminating in the ceiling of the secondary suite require the heating duct end-boot to be equipped with a fire-damper device. In addition, a duct type smoke detector is required to be installed to stop the furnace fan when smoke is detected within the system's ducting system.

(G) Ventilation

- Secondary suite is required to have its own primary fan located within the suite.
- Additional return air ducting outlet(s) or other means are required within the secondary suite.
- Clearance of 12 mm (½ in) required under secondary suite bedroom doors.
- Bathroom(s) and kitchen exhaust fan may require wood ceiling joist space to be lined with additional drywall.
**Building inspector to confirm at time of inspection process.*

(H) Doors

- Door between the main part of the house and the secondary suite must be a minimum 20-minute fire rated door **OR** a 45 mm thick solid core wood door mounted in a 38 mm (1 ½ in) thick wood frame, and equipped with weather-stripping and a self-closing device (self-closing hinges are acceptable).
- Secondary suite exterior entrance door requires a door viewer (peep-hole) or transparent glazing in the door.
- Letter B and arrow indicating the secondary suite entrance must be affixed to the front of the house and clearly visible from the street.

Plumbing Inspections:

City of Delta staff will determine if plumbing inspections are required at time of the first building inspection of the secondary suite.

Technical Safety BC:

Provincial electrical permits are required and can be obtained through Technical Safety BC. Please contact their office at: 1-866-566-7233 or Email: contact@technicalsaftybc.ca

WorkSafeBC:

A Hazardous Materials Notice for the project may be required for homes constructed pre-1990. For additional information, including asbestos removal, please visit: www.worksafebc.com