



Decommissioning a non-permitted suite

A non-permitted suite is a secondary suite or accessory home that has not been approved under an RDCO building permit or registration process and does not meet the requirements outlined in the current zoning bylaw.

Bylaw definitions

The RDCO [Zoning | Bylaw No. 871](#) outlines the following:

A **dwelling unit** is “one or more rooms used for the residential accommodation of only one *household* when such room or rooms contain or provide for the installation of only one *kitchen*.”

A **kitchen** is “facilities for the preparation or cooking of food, and includes any room containing counter, cabinets, plumbing, or wiring which, may be intended or used for the preparation or cooking of food.”

Decommissioning

At minimum, decommissioning must include removing:

- The kitchen exhaust fan and ductwork through the cabinet of the rangehood.
- The 220-volt wiring from the stove outlet to the electrical panel and breaker.
- The gas piping to the manifold and capped.

Option 1 – Legalize the suite

A building permit must be obtained to legalize a non-permitted suite. Please refer to the [Secondary Suite Construction Requirements](#) information bulletin for the building permit requirements which align with the BC Building Code. Additional upgrades to the single family dwelling may be required.

Option 2 – Decommission the suite

If the bylaw regulations cannot be met, or if the property owner chooses not to legalize the existing suite, a building permit must be obtained to decommission the non-permitted suite.

Once the building permit has been issued, the homeowner must ensure that an electrical or gas permit is obtained from Technical Safety British Columbia for the removal of either the gas and/or electric wiring/piping for the stove located within the suite’s kitchen.

Visit our page on Building permits and inspections for more information:

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