



Converting a Boarding, Rooming, or Multi-Suite House Back to a Duplex Dwelling

1. The Duplex Dwelling Zones do not allow for the creation of secondary suites. Thus, the boarding, rooming, or multi-suite house must be converted to its original two-unit configuration. In most cases the units would be equal-sized.
2. All parts of each unit must be accessible from within the unit. If internal stairs have been removed or walls have been erected to enable the separation into multiple units these features must be removed and the house brought back to its original configuration, allowing complete internal access within each unit.
3. The property owner (or an authorized representative) will work with the Development Services - Building office throughout the process of converting the house back to a Duplex Dwelling. The Building office can be contacted at 604-527-4580.
4. **Building Permit:** The property owner must make a Building Permit Application "To Convert a Rooming (or Boarding or Multi-Suite) House Back to a Duplex." Accompanying the application will be drawings (at W' scale) of the entire house, with dimensions and labels for all rooms. If any structural renovations (e.g. removing or building walls, making additions, demolishing part of the house) are planned, the "existing" and "proposed" details should be shown on the drawings.
5. **Plumbing Permit:** As the original conversion of the house into multiple units without permits inevitably entailed significant alterations and additions to the plumbing and electrical systems these systems must now be confirmed as safe and properly installed. The property owner must therefore make a plumbing permit application for all plumbing fixtures in the house. The City's Plumbing Inspector will inspect all fixture installations, including the removal work described in #7 below. These inspections may require that some plumbing work hidden in walls be exposed. Information on plumbing permit and inspection requirements is available at the Building- Plumbing office at 604-527-4580.
6. **Electrical Permit:** As with the plumbing system, the electrical system must also be confirmed as safe, including the removal work described in #7 below. The owner should engage a Registered Electrical Contractor (REC) to perform all electrical removal work and inspect all other existing work. The REC will then submit a Contractor Authorization Form
7. **Removal Work:**
 - Only two electrical meters are allowed at the property. If more than two are present at the property the additional meters must be removed. The owner's REC should contact the City's Electrical Department at 604-527-4528

to make arrangements for meter removals.

- To be removed from all rooms except the kitchens for each of the two units:
 - i) Stoves
 - ii) Stove electrical receptacles (i.e. the wall plug). The wire for the stove plug must be cut 2 ft./0.6 m. from the plug location and the work left exposed for inspection.
 - iii) If the stoves are gas powered the gas pipe must be cut and capped behind the wall (or under the floor) and the work left exposed for inspection.
 - iv) The electrical over-current devices (i.e. breakers or fuses) in the electrical panel that are associated with the stove

receptacles. The wire from the breaker must be cut back 2 ft./0.6 m. from the electrical panel and the work left exposed for inspection.

- v) Stove fans and hoods
 - vi) Refrigerators
 - vii) Kitchen sinks, counters and cabinets. Piping for sinks must be cut and capped behind the wall or under the floor and the work left exposed for inspection.
 - All locking devices on internal doors must be removed except that standard bedroom doorknob locks may be installed
8. When the City's building and plumbing inspectors have approved final building and plumbing inspections

and received the Contractor Authorization Form from the electrical contractor the property owner should contact the Bylaw Officer who has handled their case to confirm conclusion of enforcement actions with respect to the property.

Information

Development Services – Building Division: 604-527-4580

Development Services – Planning Division: 604-527-4532

Development Services – Bylaw Enforcement: 604-527-4565

Electrical Administration: 604-527-4528