



## Converting a Boarding, Rooming, or Multi-Suite House Back to a Single Detached Dwelling

1. All Single Detached Dwelling Zones allow for the creation of one legal secondary suite. Thus, the boarding, rooming, or multi-suite house must be converted to either a single unit house or a house with a principal unit and one legal secondary suite.
2. All parts of the house must be accessible from within the building (with the possible exception of the legalized secondary suite if one is to be included). 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.
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 Single Detached 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 Single Detached Dwelling (one legal secondary suite is optional).” Accompanying the application will be drawings (at ¼” 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. If a secondary suite is to be included the plans must include all relevant design and Building Code information for secondary suites. Information on the suite legalization process is available on the City’s web site, at the Planning office, or by calling the Single Detached Dwelling Coordinator at 604-527-4503.
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:

- Normally, one electrical meter is allowed at the property. If legalization of a secondary suite is part of the application, a second meter for the suite is permitted. Any7 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 change removals.
- To be removed from all rooms except the principal (and suite) kitchen(s):
  - 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