Removing Secondary Suites
newwestcity.ca/secondary-suites

New Westminster

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Secondary Suites

Most single detached and duplex dwelling zones allow for the creation of one authorized secondary suite.

If an unauthorized suite comes to the City's attention due to health or safety concerns, negative impacts to the neighbourhood, or a Building Permit application being submitted, the City may investigate and could pursue appropriate enforcement action.

This may include authorization or removal of the suite. If the suite must be removed, the house will need to be brought back to a configuration where all parts of the house are accessible from within the building without having to use an external door.

Removal Permits

To ensure the house is safe, removal of a secondary suite requires four permits:

1. Building Permit:
Application requirements include drawings (at 1/4" scale) of the floor that the suite is on, with dimensions and labels for all rooms.

If any structural renovations are planned (e.g. removing or building walls, adding stairs, making additions, or demolishing part of the house), the "existing" and "proposed" details must be shown on the drawings.

2. Plumbing Permit
The Plumbing Permit is for all plumbing fixtures being removed as part of the suite removal. The City's Plumbing Inspector will inspect all fixture installations and removal work.

These inspections may require that some plumbing work hidden in walls be exposed.

3. Electrical Permit:
The electrical system must be confirmed as safe, including any required removal work.

The owner must engage a Registered Electrical Contractor (REC) to perform all electrical removal work and inspect all other existing work.

4. Tree Permit:
All Building Permit applications require a Tree Permit for tree protection or removal, or verification that the property does not contain any trees. An arborist report may be required.



Image via southlake.floorcoveringsinternational.com

City Contacts

Building Division

buildingdept@newwestcity.ca

604-527-4580

www.newwestcity.ca/building-permits

Planning Division

plnpost@newwestcity.ca

604-527-4532

www.newwestcity.ca/planning-building-and-development

Tree Bylaw and Regulation Division

treebylaw@newwestcity.ca

604-636-4318

www.newwestcity.ca/services/trees

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Components Requiring Removal

Electrical Meters

If the suite has its own electrical meter, the meter must be removed.

Kitchen Components

The principal unit in the house may have one kitchen. Any additional kitchens must be removed. The only exception is a “wok” or “spice” kitchen, which is a separate space for frying and is typically accessed directly from the main kitchen of the house.

In order to remove a kitchen, the following components must be removed:

1. **Stoves**
2. **Electrical Connections for Stoves**
   - Stove electrical receptacles (i.e. the wall plug).
     The wire for the stove plug must be cut 0.60 metres (2 feet) from the plug location and the work left exposed for inspection.
   - 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 0.60 metres (2 feet) from the electrical panel and the work left exposed for inspection.
3. **Gas Connections for Stoves**
   - Gas line work must be performed by a Licensed Gas Fitter.
   - Gas line work must comply with the British Columbia Gas Safety Code, Section B149.1-00 and the Gas Safety Act and Gas Safety Regulation.
   - The gas line to the stove must be removed back to the main gas line or first junction.
   - The gas line must be capped behind the wall or under the floor and the work left exposed for inspection.
4. **Stove Fans and Hoods**
   - The wire supplying power to the stove fan and hood must be safely terminated.

Locking Devices

All locking devices on internal doors must be removed. Standard bedroom doorknob locks may be installed.

Final Steps

Building, plumbing, electrical, tree and/or gas permits must be completed with all required inspections.

Contact the Building Division for a final inspection of suite removal.

Creating or Authorizing Secondary Suites

Want to create a new suite or authorize an existing one?

Please see our Secondary Suite Guide.



Image via www.rohitcommunities.com