



AGENDA

**City of Salmon Arm
Development and Planning Services
Committee**

Monday, March 15, 2021

8:00 a.m.

By Electronic Means

Page #	Item #	Description
	1.	CALL TO ORDER
	2.	ACKNOWLEDGEMENT OF TRADITIONAL TERRITORY <i>We acknowledge that we are gathering here on the traditional territory of the Secwepemc people, with whom we share these lands and where we live and work together.</i>
	3.	REVIEW OF AGENDA
	4.	DISCLOSURE OF INTEREST
	5.	REPORTS
1 - 10	1.	Development Variance Permit Application No. VP-526 [Jamieson, M. & J.; 2430 8 Avenue SE; Setback requirements]
11 - 26	2.	Agricultural Land Commission Application No. ALC-404 [Franklin, J. & A.; 1240 60 Street NE; Non-Adhering Residential Use]
	6.	FOR INFORMATION
	7.	CORRESPONDENCE
	8.	ADJOURNMENT

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CITY OF SALMON ARM

TO: His Worship Mayor Harrison and Members of Council

DATE: March 9, 2021

SUBJECT: Variance Permit Application No. VP-526 (Setback)
Legal: Lot 24, Section 13, Township 20, Range 10, W6M, KDYD, Plan 28278
Civic Address: 2430 8 Avenue SE
Owner/Applicant: M. and J. Jamieson

STAFF RECOMMENDATION

THAT: Development Variance Permit No. VP - 526 be authorized for issuance for Lot 24, Section 13, Township 20, Range 10, W6M, KDYD, Plan 28278 which will vary Zoning Bylaw No. 2303, (R1 – Single Family Residential Zone) as follows:

i) Section 6.11.1 Front Parcel Line Setback reduction from 6.0m to 3.0m to accommodate an addition to the garage portion of the principal building.

PROPOSAL

The applicant is proposing a front yard setback variance from 6.0m to 3.0m in order to construct an addition onto the existing garage.

BACKGROUND

The subject property is 755.9m² (8136 ft²) in area and is comprised of a single family dwelling with an attached one car garage (Appendices 1 and 2). The subject property is located in the Lower Hillcrest area on 8th Avenue SE. The property is designated Residential Low Density in the Official Community Plan (OCP) and is zoned R1 – Single Family Residential (Appendices 3 and 4). The front parcel line of the subject property aligns with the arc of the cul-de-sac along the east portion of the lot.

In 1978 a variance was approved for the siting of the existing house and an attached carport, which had already been constructed at the time of the decision. In 1997 a Building Permit was issued to enclose the carport for a garage.

Adjacent land uses include the following:

North: R1 (Single Family Residence) & P1 (Kingsman Park)
South: R1 (Single Family Residence)
East: R1 (Single Family Residence)
West: R1 (Single Family Residence)

The applicant is proposing an addition to the existing garage consistent with the design of the existing house and garage. As noted in their letter (Appendix 5) the addition to the garage "will bring the North side of the garage closer to the property frontage. This is due to the curved shape of the property line from the cul-d-sac". The applicant cites damage from settling and lifting that has caused issues with the existing garage and in order to properly address those issues and meet additional storage needs, the area needs to be properly enclosed (see Appendix 6). The site plan attached as Appendix 7, prepared by a BCLS, shows the proposed setback from the eave of the proposed addition to be sited at 3.27m at the closest point of the building to the front property line. The building face, measured from the north east

corner of the addition would be sited 4.06m from the same parcel line setback, as shown on the proposed site plan. The variance is measured from the closest point of the building to the front parcel line. The required front yard setback is 6.0m. Staff have cited the variance request to 3.0m, despite the survey plan, to allow for minor changes at the time of construction.

Development Variance Permits are considered on a case-by-case basis and in doing so a number of factors are taken into consideration when reviewing a request. These factors include site specific conditions such as lot configuration, negative impact to general form and character of the surrounding neighbourhood and negative impact(s) on adjacent properties.

In this instance, the proposed development and the arc of the cul-de-sac present challenges to additions on the east portion of the existing single family dwelling. If the applicant were to align the building face with the required setback, the face of the building face would be stepped back in appearance and not be consistent with the other single family dwellings in the same cul-de-sac. With regard to negative impact and parking areas, there is a generous boulevard fronting the properties within the cul-de-sac. Conflicts of cars parked into the paved street area are not anticipated, in part because the proposed development would provide for parking and storage within the addition. Related to traffic safety, sightlines appear to be unaffected. The existing parking area fronting the one car garage would be unchanged by the proposed addition and available for additional parking if needed.

COMMENTS

Engineering Department

No concerns.

Building Department

No concerns.

Fire Department

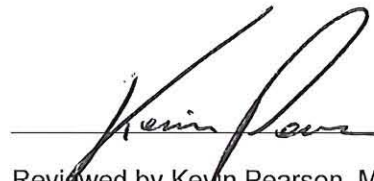
No concerns.

Planning Department

Given the arc of the cul-de-sac and scale of the proposed development staff do not object to the variance request to reduce the front yard setback from 6.0m to 3.0m.



Prepared by Melinda Smyrl, MCIP, RPP
Planner





Reviewed by Kevin Pearson, MCIP, RPP
Director of Development Services

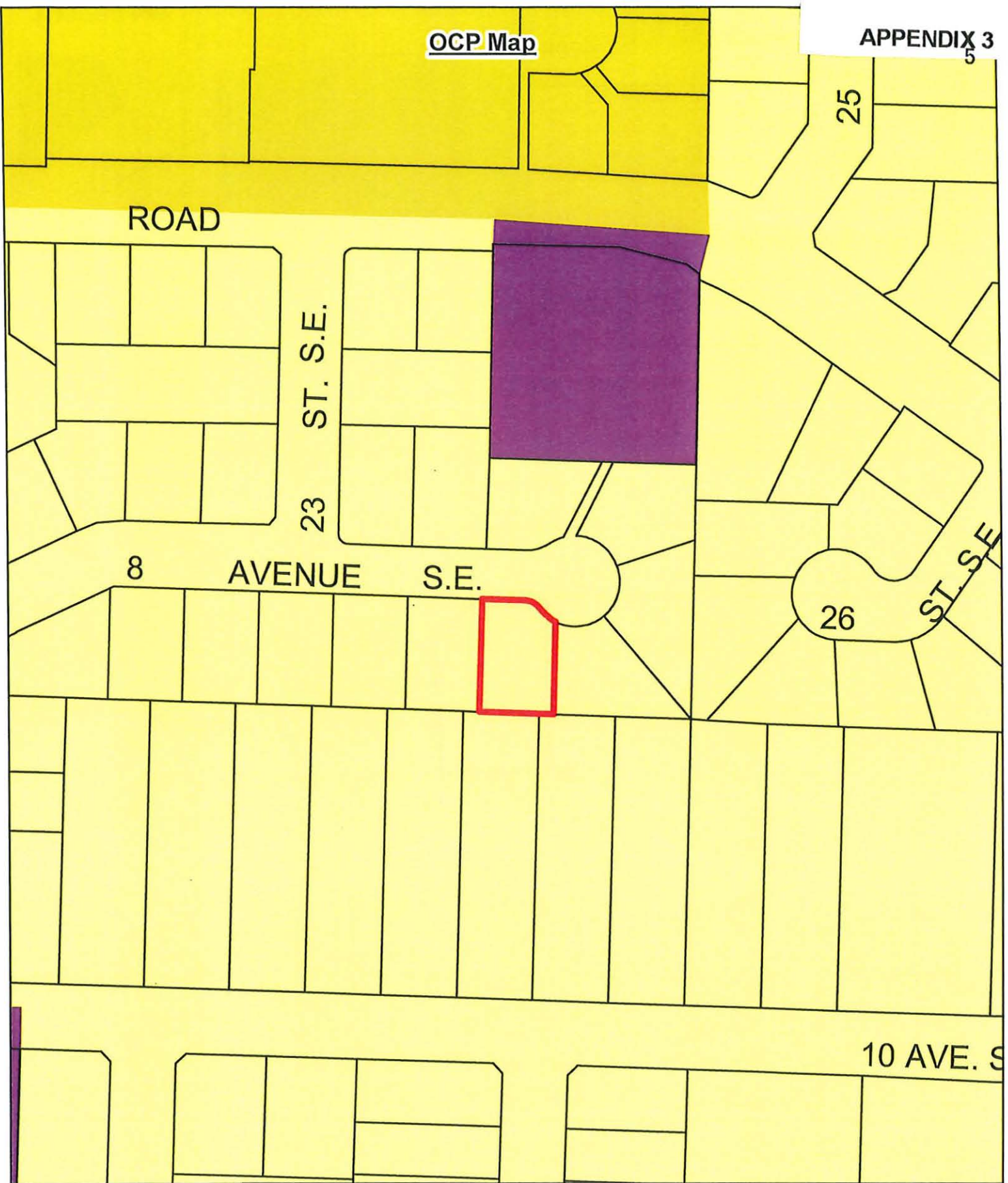
2 Subject Property Map



OrthoMap



-  Parcels
-  Subject Property



- | | |
|---|--|
|  Subject Property |  Institutional |
|  Parcels |  Residential - Low Density |
| |  Residential - Medium Density |



January 26, 2021

We purchased the property in July 2006. After moving in, we soon realized the attached garage was actually a carport that had been framed on top of the asphalt. Since then, the asphalt has been lifting and settling, allowing run off water to flow under the walls and into the garage.

We now wish to rebuild the garage and expand it, to the allowable set back (1.5 metres) on the east property line. In doing so, this will bring the North side of the garage closer to the property frontage. This is due to the curved shape of the property line from the cul-de-sac. We are asking for a variance from the 6 meter setback to a 3.27 metre setback.

Please consider our variance application, to allow for the expansion of the garage.

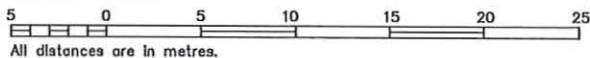
The image shows two handwritten signatures in black ink. The signature on the left is 'Michael Ja' followed by a long horizontal line. The signature on the right is more stylized, with a large loop and a horizontal line.

Michael Jamieson

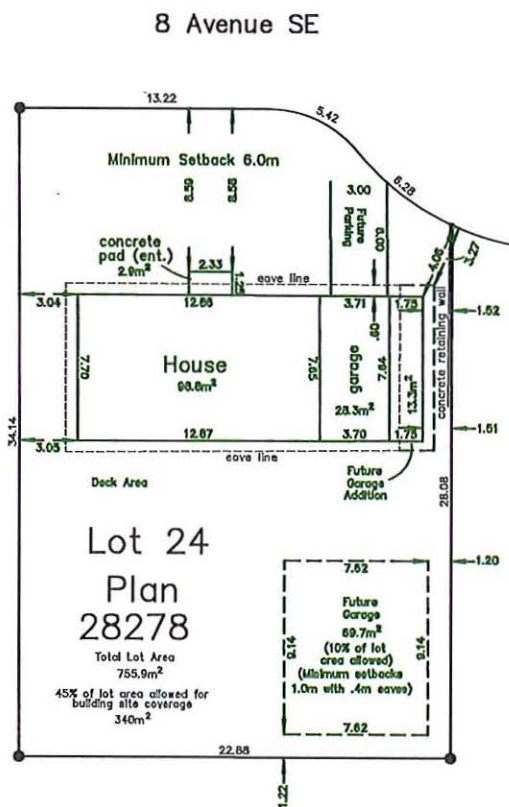
Jodi Jamieson

Site Plan of Lot 24, Sec 13, Tp 20, Rge 10, W6M, KDYD, Plan 28278

Scale 1:250



The intended plot size of this plan is 280mm in width by 432mm in height (B size) when plotted at a scale of 1:250



LEGEND

- Standard Iron Post Found (OIP)
- Date of Survey: March 6, 2021
- Dimensions derived from Plan 28278

Civic Address: 2430 8 Avenue SE

Parcel Identifier(PID): 004-587-405

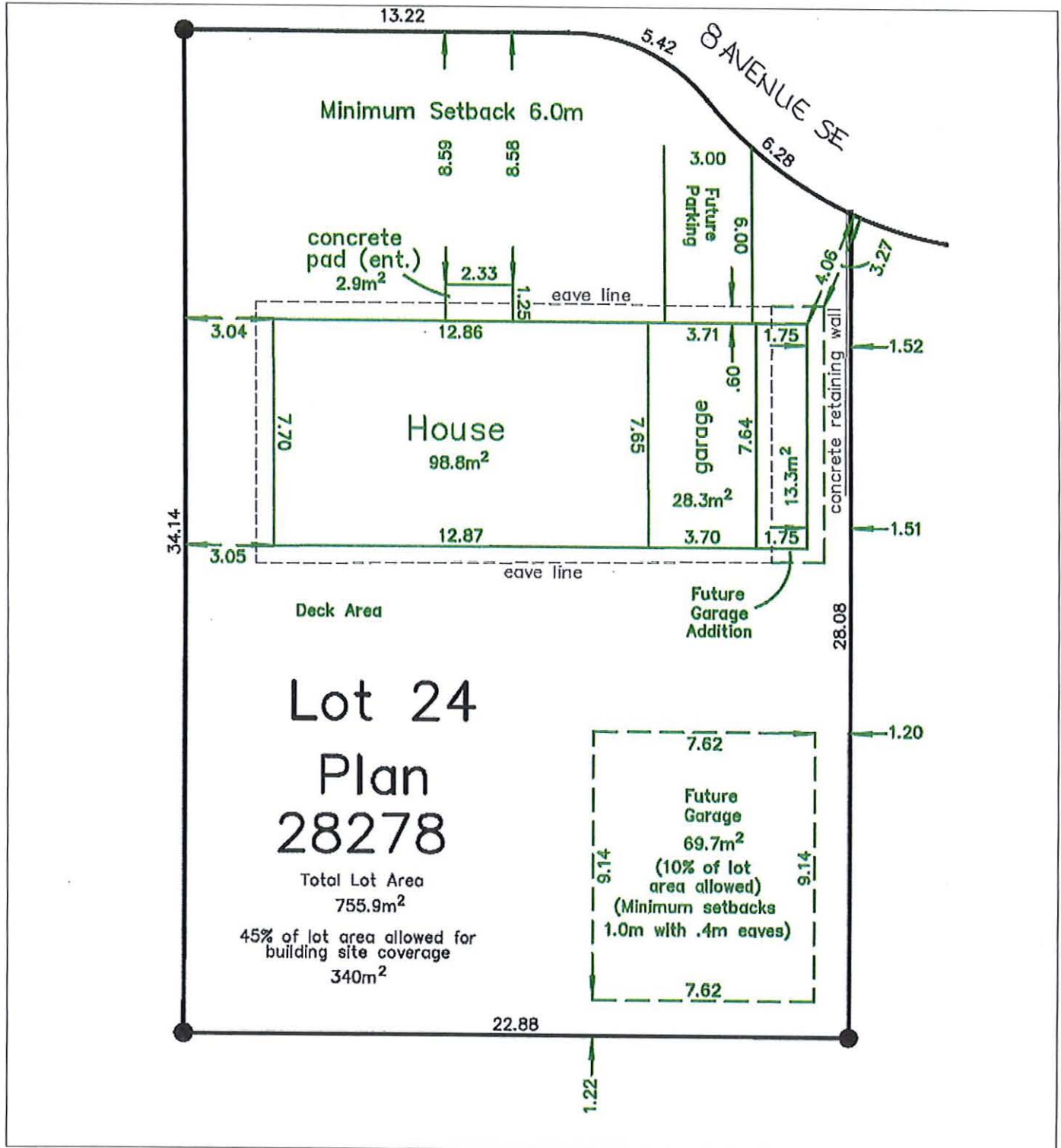
List of documents registered on title which may affect the location of improvements:
None

This plan was prepared for construction planning purposes and is for the exclusive use of our client. BROWNE JOHNSON LAND SURVEYORS accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this document without consent of BROWNE JOHNSON LAND SURVEYORS.

Measurements to existing house and garage are to the siding corners.

March 7, 2021

BROWNE JOHNSON LAND SURVEYORS
B.C. AND CANADA LANDS
SALMON ARM, B.C. 250-832-9701
File: 84-21 84-21.raw



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CITY OF SALMON ARM

To: His Worship Mayor Harrison and Council

Date: March 10, 2021

Subject: Agricultural Land Commission Application No. ALC 404
 Non-Adhering Residential Use – Building a New Principal Residence While Occupying an Existing Residence
 Legal: The South ½ of the South ½ of the South East ¼ of Section 20, Township 20, Range 9, W6M, KDYD, Except Plan B949, 39285 and KAP70592
 Civic: 1240 60 St NE
 Owner: J. & A. Franklin

STAFF RECOMMENDATION

THAT: Agricultural Land Commission Application No. ALC 404 be authorized for submission to the Agricultural Land Commission.

PROPOSAL

The applicant is requesting permission to occupy an existing dwelling while constructing a new dwelling on the subject property. The subject property is within the Agricultural Land Reserve (ALR) and requires the issuance of a Non-Adhering Residential Use application.

BACKGROUND

The subject property is located at 1240 60 St NE as shown in Appendices 1 and 2. The property is approximately 6.0ha in size and contains a single family dwelling and two accessory buildings. The property is almost entirely within the Agricultural Land Reserve (ALR) as shown on Appendix 3 with the applicant proposing to have the Agricultural Land Commission (ALC) approve the use of the existing residence while constructing the new residence. The proposed site plan and ALC application are attached as Appendix 4.

Changes made to the ALC Regulations in 2019 require lands owners to request specific permission for any residential unit in addition to the single residential unit permitted. An excerpt from the ALC Policy L-26 regarding these types of applications is attached as Appendix 5.

Type B Permits, issued by the City, are Second Dwelling Agreements that allow an owner to occupy an existing residence while constructing a second residence. The Agreement provides assurance that the existing unit will be decommissioned or demolished prior to completion of the new residence. In this instance, staff would require the issuance of a Type B Permit with the issuance of the Building Permit for the new residential unit. The applicant is required to provide a \$5000.00 security deposit and the permit is valid for 1 year. The owner is required to decommission or demolish the existing unit before the security is returned. A sample Second Dwelling Agreement and requirements for decommissioning a second dwelling are enclosed for information as Appendix 6.

Adjacent zoning and land uses include the following:

North: Rural Holding (A-2) – Single Family Dwelling and Agriculture
 South: Rural Holding (A-2) – Single Family Dwelling and Agriculture
 East: Rural Holding (A-2) – Single Family Dwelling and Agriculture
 West: Rural Holding (A-2) – Single Family Dwelling and Agriculture

Agricultural Advisory Committee

The Agricultural Advisory Committee reviewed the application at their March 10, 2021 meeting and passed the following resolution:

THAT: The AAC recommends that Council forward ALC Application No. 401 for consideration.

CONCLUSION

Type B Permits are regulated by the Zoning Bylaw and are used regularly to govern the demolition or decommissioning of existing residential units prior to the occupancy of a new unit on properties which permit one residential unit only. Staff note that the tools in place to enforce the Permits are sufficient and have no objections to the ALC implementing or enforcing ALC regulations in a similar manner. Staff support a review of this application by the ALC.

The risk is that owners sometimes want to keep the existing dwelling which leads to increased development in rural areas (i.e. subdivision, secondary residential/detached dwelling units), which is generally frowned upon.



Prepared by: Melinda Smyrl, MCIP, RPP
Planner

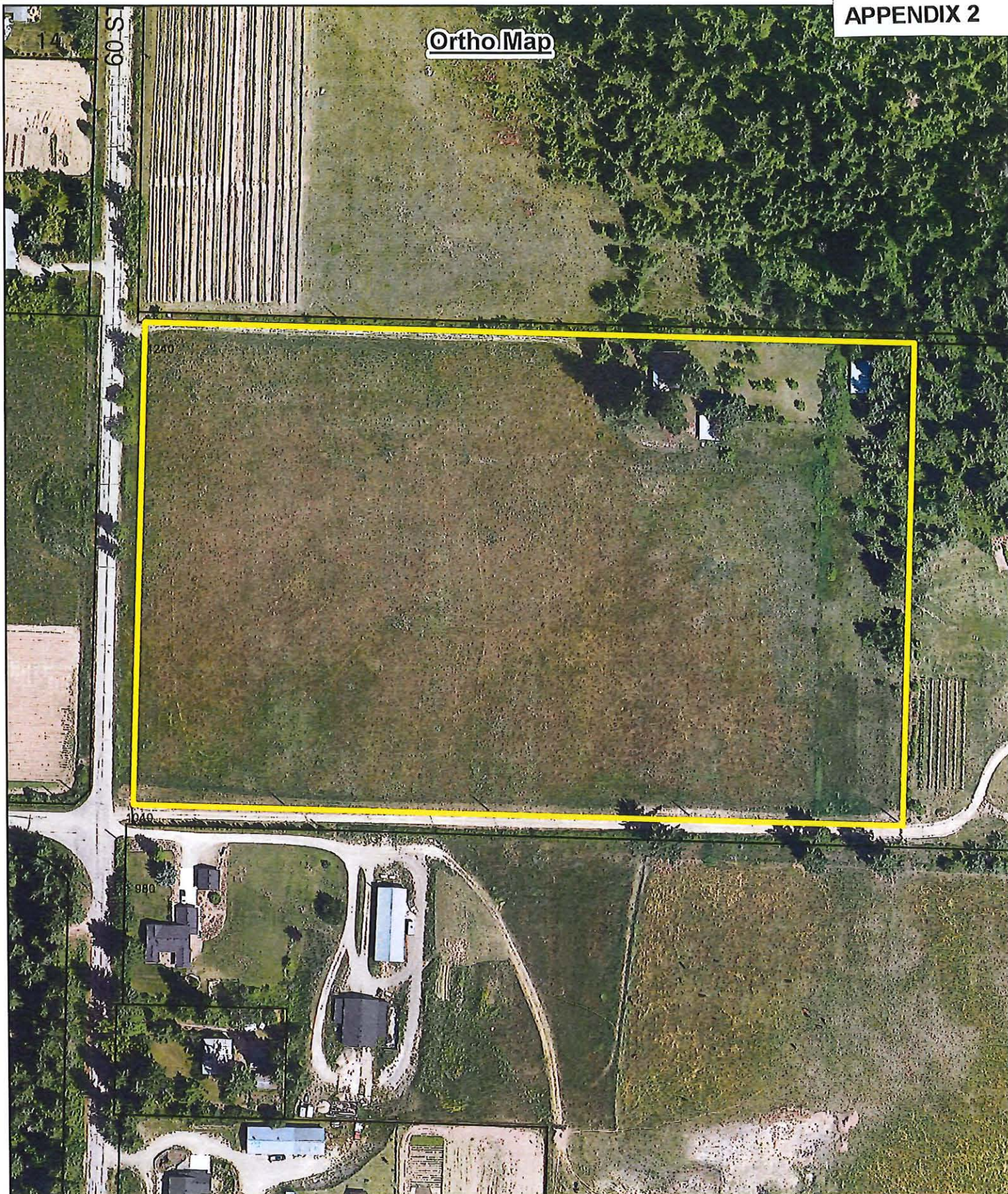


Reviewed by: Kevin Pearson, MCIP, RPP
Director of Development Services

Subject Property Map

The map displays a grid of land parcels. A specific parcel is highlighted in yellow, indicating it is the subject property. The map includes a north arrow pointing upwards and a scale bar at the bottom left, ranging from 0 to 600 meters. A legend at the bottom right identifies the yellow outline as the 'Subject Property' and black outlines as 'Parcels'. Street names visible include '22 AVE NE', '10 AVENUE', and '80 ST N.E.'. The page number '13' is located in the top right corner.

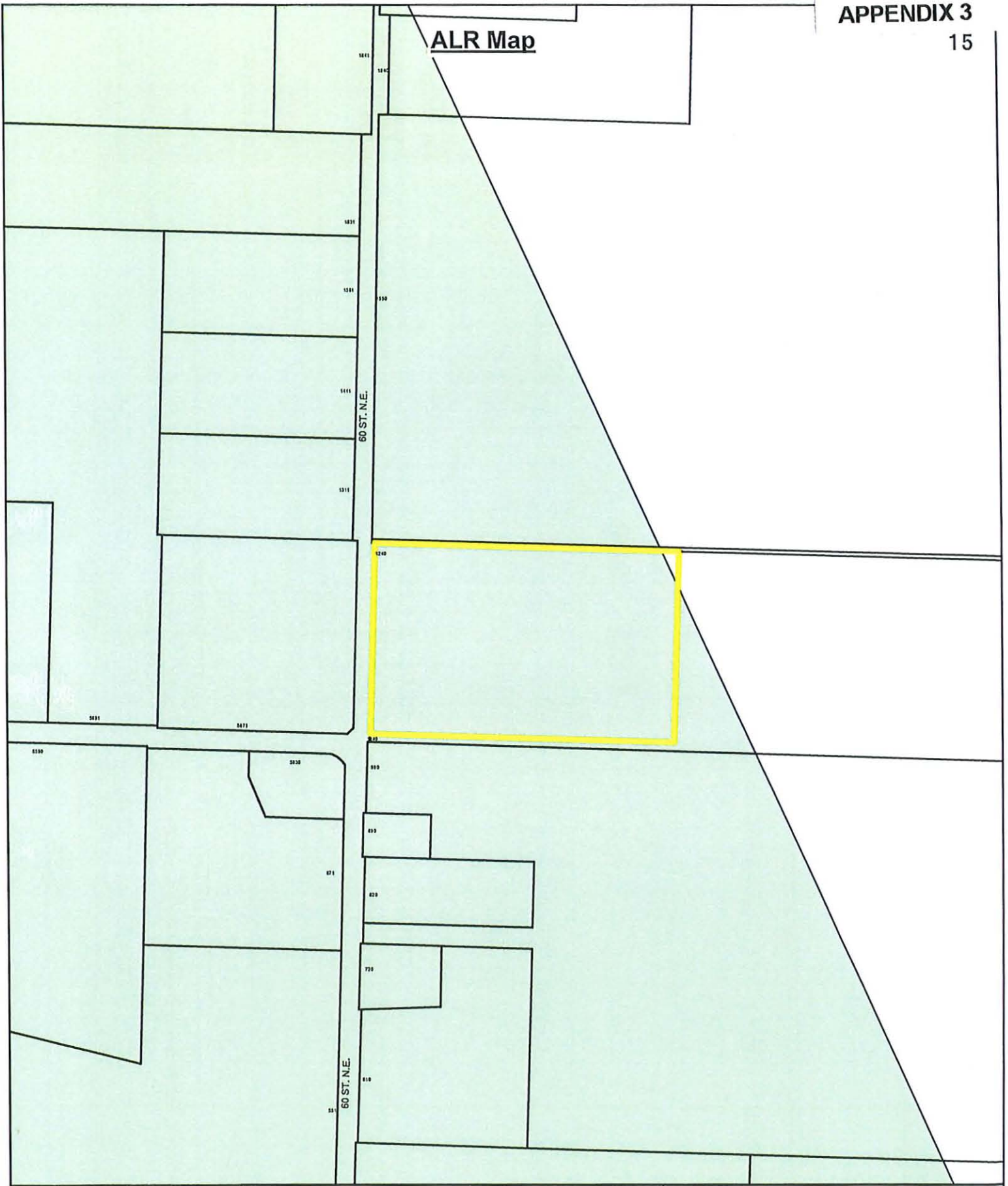
OrthoMap



0 20 40 80 120 m

 Subject Property
 Parcels

ALR Map



- Subject Property
- Parcels
- ALR

Provincial Agricultural Land Commission - Applicant Submission

Application ID: 62300

Application Status: Under LG Review

Applicant: Jayme Franklin , Ava Franklin

Agent: Jayme Franklin

Local Government: City of Salmon Arm

Local Government Date of Receipt: 02/17/2021

ALC Date of Receipt: This application has not been submitted to ALC yet.

Proposal Type: Non-Adhering Residential Use - Additional Residence for Farm Use

Proposal: To replace the existing house by building a new one while we live in the existing one. As per City of Salmon Arm Bylaw, we will be bound to demolish the existing house after occupancy of the new house with a \$5000 deposit and Notarized agreement. This agreement is already notarized and included in the uploaded attachments.

Agent Information

Agent: Jayme Franklin

Mailing Address:

1240 60 St NE

Salmon Arm, BC

V1E 1Y3

Canada

Primary Phone: (250) 832-5919

Mobile Phone: (250) 832-8380

Email: jayme@franklinengineering.ca

Parcel Information

Parcel(s) Under Application

1. **Ownership Type:** Fee Simple

Parcel Identifier: 007-816-162

Legal Description: South 1/2 of the South of the South East 1/4 Section 20 Township 20 Range 9 W6M KDYD (Kamloops Div of Yale) EXCEPT Plan B949

Parcel Area: 5.7 ha

Civic Address: 1240 60 St NE

Date of Purchase: 07/24/2020

Farm Classification: No

Owners

1. **Name:** Jayme Franklin

Address:

1240 60 St NE

Salmon Arm, BC

V1E 1Y3

Canada

Phone: (250) 832-5919

Applicant: Jayme Franklin , Ava Franklin

Cell: (250) 832-8380

Email: jayme@franklinengineering.ca

2. **Name:** Ava Franklin

Address:

1240 60 St NE

Salmon Arm, BC

V1E 1Y3

Canada

Phone: (250) 833-6454

Email: avamarina@gmail.com

Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).

The property has not been farmed for a very long time. The existing hayfield runs from the front West property line at the road up to about 40m from the back East property line. It is currently overgrown with weeds and even evergreen trees, which shows how long it has been unattended. It will require turning the entire field, seeding, and starting a new hay crop this spring, which should be able to be established within the year although higher production is expected the following year. The property is quite sloped, so we believe reviving hay is the best farming use for the property.

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).

There's a hay barn in the back corner of the property, which is accessed via a road up the north edge of the property and then switchbacks near the top to overcome the grade and bank to get up to the barn's elevation. The barn is in the back corner as this is the least desirable agricultural land (steep). The lands to the West at the bottom of the parcel against 60th St. are less sloped and much better for farming. This is the reason we're proposing the new house up against the back slope of the property, just off the barn road, as opposed to beside 60th or the existing residence location. There are a couple of small sheds on the property and a larger shed which will all be removed with the existing house.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).

There's an existing house that we live in which is at the end of its life. It was originally built in 1930 and has received little attention ever since. There's no insulation, the roof requires replacement, and there is no foundation under three-quarters of the house.

Adjacent Land Uses

North

Land Use Type: Agricultural/Farm

Specify Activity: Haskap/Residential

East

Land Use Type: Residential

Specify Activity: Big House/Some grapes

South

Land Use Type: Residential

Specify Activity: Driveway to the East Lot

West

Land Use Type: Agricultural/Farm

Specify Activity: Hay across 60th

Proposal

1. What is the purpose of the proposal?

To replace the existing house by building a new one while we live in the existing one. As per City of Salmon Arm Bylaw, we will be bound to demolish the existing house after occupancy of the new house with a \$5000 deposit and Notarized agreement. This agreement is already notarized and included in the uploaded attachments.

2. Describe the necessity for an additional residence for farm use and how it will support agriculture in the short or long term.

The existing house is not able to be salvaged. We recently bought the property with the understanding of it needing a new house but are living in the existing one for financial reasons until/while we can build a new house whilst bringing the farm back to life. There has been no farming on the property for some time and constructing a new house will allow us to retain the property and develop hay production. We will be demolishing the existing house, not converting it to non-residential use, as per the uploaded City agreement. Once the existing house is demolished, we will be converting the surrounding area back to agricultural use.

3. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.

There is one 1247sqft house that my family of 5 live in.

4. What is the total floor area of the proposed additional residence in square metres?

414 m²

5. Describe the rationale for the proposed location of the additional residence.

The location with the least impact on agriculture is at the back of the property, off the existing road, closer to the barn where it is steeper and less desirable to farm. This leaves the best agricultural land (less sloped land) at the front of the property for haying. The proposed new house location is as far back against the slope as possible due to the topography and still well within 60m from the back property line, as opposed to within 60m from the front property line. The front area is much better farmland and already hayfield.

6. What is the total area of infrastructure necessary to support the additional residence?

992m² - This area covers a short driveway off the existing road, the house, the garage, the septic system, and amenities.

7. Do you need to import any fill to construct the additional residence or infrastructure?

Yes

Proposal dimensions

Total fill placement area (0.01 ha is 100 m²) *0.1 ha*

Maximum depth of material to be placed as fill *0.3 m*

Volume of material to be placed as fill *200 m³*

Estimated duration of the project. *1 Years*

Describe the type and amount of fill proposed to be placed.

Driveway and turnaround area - 8" of 3" minus gravel and then 4" of 25mm crush for a finished gravel surface. Drain rock for perimeter drain around the footings. Not really sure how much fill is needed to

Applicant: Jayme Franklin , Ava Franklin

build a house but have double my estimate to make sure we are covered.

Briefly describe the origin and quality of fill.

A gravel pit 1.3km down the road. Sand and gravel mixture with a tiny bit of silt and trace clays for the driveway and screeded out rocks for drain rock on footings and radon rock under the slab.

Applicant Attachments

- Agent Agreement-Jayme Franklin
- Other correspondence or file information-City Agreement
- Proposal Sketch-62300
- Certificate of Title-007-816-162

ALC Attachments

None.

Decisions

None.

5.0 Building a New Principal Residence While Occupying an Existing Residence

It is the Commission's preference that the original principal residence be removed prior to the construction of a new principal residence, so that the new principal residence can be constructed in the same location as the original residence, thus minimizing the impact on the land base. However, the Commission recognizes that in some circumstances this may not be feasible.

On October 23, 2019, the Commission delegated its decision-making authority to the CEO for NARU applications which propose to build a new residence while occupying an existing residence, when the proposal meets the criteria outlined in Appendix D.

Role of the Local Government:

Local governments must review NARU applications and either provide comments and recommendations for the Commission's consideration or, in some cases, authorize the application to proceed to the Commission: ALCA, ss. 25(3), 34(4)-(5). For applications in relation to settlement lands, the first nation government must authorize the application to proceed to the Commission: ALCA, s. 25(3.1).

An absence of local zoning bylaws does not relieve a landowner of complying with the restrictions in the ALCA and Agricultural Land Reserve Use Regulation (the "ALR Use Regulation").

Local government bylaws can be more restrictive of residential use of the ALR than the ALCA: ALCA, s. 46(6). The ALR Use Regulation identifies certain designated farm uses and permitted non-farm uses that local governments must not prohibit, but places no limitation on local government powers to prohibit or otherwise restrict residential uses of ALR land.

Appendix D:

CEO Delegated Decision-Making Criterion 17:

Non-Adhering Residential Use applications for building a new principal residence while occupying an existing residence that complies with the following criteria:

- i. At the time of the application there is only one residence on the parcel;
- ii. Siting* of the new principal residence has a maximum 60 metre setback from the front lot line to the rear or opposite side of the total residential footprint, with the total residential footprint being a maximum of 2,000 m². Lots narrower than 33 metres are exempted from the 60 metre maximum setback (for the total residential footprint) from the front lot line; however, the footprint must fill the front of the lot to a maximum of 2,000 m²; and,
- iii. Receipt/confirmation of the following within 30 days of the date of a decision to approve is issued:
 - a. registration of a restrictive covenant requiring the removal of the original residence;
 - b. a signed affidavit committing to removal of the original residence; and,
 - c. an ILOC sufficient to ensure removal of the original residence within 60 days of completion of the new principal residence.

* The following exceptional circumstances may also be considered with respect to the siting of the new principal residence:

- a. Clustering with Existing Residential Structures: The clustering of the new principal residence with other existing non-agricultural uses on the parcel to limit the fragmentation of ALR land and avoid the restriction of agricultural activities.
- b. Commodity-Specific Needs: The strategic placement of the new principal residence to benefit or optimize the agricultural operation (e.g. monitoring of livestock on a large parcel).
- c. Topographic Features: Siting of the new principal residence as appropriate to reduce the use of potentially productive farming land for residential purposes (e.g. sited on a non-farmable area of the parcel).

#3293

SCHEDULE "G-2"

TYPE "B" - SECOND DWELLING AGREEMENT

City of Salmon Arm
Box 40
Salmon Arm BC V1E 4N2

Dear Sir(s):

Re: Civic Address _____ Roll # _____
Legal Description _____

It is my wish to construct a new single family residence on the above described property, but to reside in the existing residence during the construction period. Under the City of Salmon Arm Zoning Bylaw No. 2303, only one (1) single family residence is permitted per parcel. In order that I, _____, owner of the property, may obtain a building permit for the new residence from the building inspector, I hereby voluntarily agree to the following:

1. To submit to the City of Salmon Arm a performance bond by cash or certified cheque, or by an irrevocable letter of credit drawn upon a local chartered bank or local registered credit union for a period of one (1) year, the sum of five thousand dollars (\$5,000.00).
2. To conform to the requirements of Zoning Bylaw No. 2303 and all other municipal bylaws within one (1) year from the date of this agreement, or upon approval of the new residence for occupancy, whichever is earlier, by:

Check a) or b):

- ☐ a) conversion of the first residence to a permitted use building to the satisfaction of the building inspector, (requires a separate building permit for change of use) or;
- ☐ b) removal of the first residence to the satisfaction of the building inspector (requires a demolition permit).

Further it is my understanding that:

1. In the event of my failure to comply with the provisions of paragraph 2, within the specified time period, the City of Salmon Arm shall have the right to enter upon the land and to remove or demolish the first residence at my cost, drawing upon the deposit or letter of credit if necessary.
2. If my new residence is not completed within one (1) year, I have the right to reapply to the building inspector for an extension, not exceeding one (1) year, and conditional upon renewal of any letter of credit for a one (1) year period. Application fee is \$200; renewal prior to expiry is \$200.
3. Upon completion of the demolition or removal, or conversion to an accessory building to the satisfaction of the building inspector, any unused portion of my deposit will be refunded.

Applicant

Witness (Notary Public)

Date

Information provided by this form may be subject to *Freedom of Information and Protection of Privacy Act* inquiries.

DECOMMISSIONING DWELLING UNITS

This guide outlines the options and steps to be taken to decommission a *dwelling unit*.

All words printed in italics, in this guide, are defined in section 2 of Zoning Bylaw 2303. The following types of *dwelling units* are included in this guide:

- *Detached Suite*
- *Manufactured Home*
- *Mobile Home*
- *Secondary Suite*
- *Single Family Dwelling*

HOW TO DECOMMISSION A STAND ALONE DWELLING UNIT:

This category includes a *detached suite*, *manufactured home*, *mobile home* and *single family dwelling*. The steps required to decommission a stand alone *dwelling unit* are as follows:

1. Apply for a building permit to decommission the dwelling unit (note that plumbing, electrical and gas permits may also be required). Note that the proposed decommissioned building must meet all Zoning Bylaw requirements. Once the required permits are issued, take the following additional steps:
2. The kitchen must be permanently removed. This includes removal of all kitchen sink(s), counter(s), cabinets and appliances.
3. All cooking facilities must be permanently removed. Any stove, oven and cooktop wiring and/or gas lines must be deactivated. This includes removal of all plugs and breakers and capping of all gas lines.
4. Arrange for all required inspections. Once all inspections are complete a Notice of Permit Completion will be issued.

Note that once a *mobile home* has been decommissioned it cannot be turned back into a *dwelling unit*.

HOW TO DECOMMISSION A SECONDARY SUITE:

In order to decommission a *secondary suite* any one or combination of the following options may be chosen:

Option 1: Permanently remove all kitchen and cooking facilities.

Option 2: Permanently remove all bathroom fixtures.

Option 3: Create permanent opening(s) between the suite and the principal dwelling.

Steps involved for Option 1 to decommission a *secondary suite* by removing all kitchen and cooking facilities:

1. Apply for a building permit to decommission the dwelling unit (note that plumbing, electrical and gas permits may also be required). Once the required permits are issued, take the following additional steps:
2. The kitchen must be permanently removed. This includes removal of all kitchen sink(s), counter(s), cabinets and appliances.
3. All cooking facilities must be permanently removed. Any stove, oven and cooktop wiring and/or gas lines must be deactivated. This includes removal of all plugs and breakers and capping of all gas lines.
4. Arrange for all required inspections. Once all inspections are complete a Notice of Permit Completion will be issued.

Steps involved for Option 2 to decommission a *secondary suite* by removing all bathroom fixtures:

1. Apply for a building permit to decommission the dwelling unit (note that plumbing, electrical and gas permits may also be required). Once the required permits are issued, take the following additional steps:
2. Permanently remove all bathroom fixtures including toilets, showers, tubs, sinks and vanities, etc.
3. Arrange for all required inspections. Once all inspections are complete a Notice of Permit Completion will be issued.

Steps involved for Option 3 to decommission a *secondary suite* by creating permanent opening(s) between the suite and the principal dwelling:

1. Apply for a building permit to decommission the dwelling unit (note that plumbing, electrical and gas permits may also be required). Once the required permits are issued, take the following additional steps:
2. If there is no opening between the suite and principal dwelling habitable areas, an opening must be created. The minimum clear opening size is 32" wide x 78" high. If this is not possible, then Option 1 or 2 must be used to decommission the secondary suite.
3. If there is an existing doorway between the suite and principal dwelling habitable areas, the door, hinges, lock and frame must all be permanently removed.
4. Arrange for all required inspections. Once all inspections are complete a Notice of Permit Completion will be issued.

APPLYING FOR A BUILDING PERMIT TO DECOMMISSION A DWELLING UNIT:

An application for a building permit to decommission a dwelling unit includes:

- 1) A completed Building Permit Application Package
- 2) A State of Title Certificate issued within 3 months of building permit application date
- 3) Two (2) sets of drawings accurately dimensioned and drawn to scale, including the following:
 - Scale ¼" = 1'0" or metric equivalent
 - A floor plan of the entire floor area of the existing dwelling unit prior to decommissioning, plus any adjacent common areas, storage areas and principal dwelling areas, showing the use of all areas and spaces.
 - A floor plan of the entire floor area of the existing dwelling unit after proposed decommissioning, with the future intended use of all areas and spaces clearly indicated.
 - Other documentation, as may be required by the building inspector.

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