

FAQs

What does Islands Trust have to do with Secondary Suites?

Islands Trust is the zoning authority - properties shown on the Islands Trust map as permitting a secondary suite can go directly to the Capital Regional District Building Inspection Office for a Building Permit.

Where do I go to get a permit for a secondary suite?

If you are within the mapped area where the zoning permits secondary suites, you can go directly to the CRD Building Inspection Office on Salt Spring Island to apply for a building permit.

What if my property is outside of the mapped area?

As of 2013, there are 1,598 properties that are eligible for secondary suites on the suites map (Schedule I), and approximately 482 more in the Agricultural zones. There may be an opportunity to permit other suites outside of the mapped area with a Temporary Use Permit, under certain conditions. If you are interested in this option, please discuss it with Islands Trust planning staff.

What if I already have a suite?

Existing suites will need to be inspected and may need to be upgraded, in order to ensure that they comply with the BC Building Code requirements for secondary suites.

Can I have a suite above my garage or studio?

Secondary suites are required to be located within the footprint of the principal dwelling unit. Suites above garages or other accessory buildings would be likely classified as a seasonal cottage under the zoning bylaw.

What is the Secondary Suites Monitoring Program?

The secondary suites program is a pilot project. Please consider participating in the monitoring program to inform future consideration of secondary suites. The monitoring program is voluntary and is focused on issues such as water consumption, affordability, neighbourhood changes, and transportation choices.

When will monitoring take place?

Monitoring is to occur in summer 2014 and then every two years or after 15 building permits have been issued. The pilot area is intended to be reviewed after five years.

How can I learn about conserving water in my secondary suite?

Water use is an important factor in considering whether to have a secondary suite. Please contact the Islands Trust or the Capital Regional District to learn about water conservation options for your suite.

Where can I find information on my rights and responsibilities as a landlord or tenant?

The Residential Tenancy Branch provides landlords and tenants with information and dispute resolution services. Their website is a great source of information to support the landlord/tenant relationship.

<http://www.rto.gov.bc.ca/>



Islands Trust

A Guide to Secondary Suites on Salt Spring Island



Where Can I get more information?

For Information on the BC Building Code, Permit requirements, and Inspections:

SSI Building Inspection
206-118 Fulford Ganges Road, SSI
250-537-2711

For Information on Zoning:

Salt Spring Office of Islands Trust:
1-500 Lower Ganges Road, SSI
1.250.537.9144
www.islandstrust.bc.ca

Ask to speak with a planner.



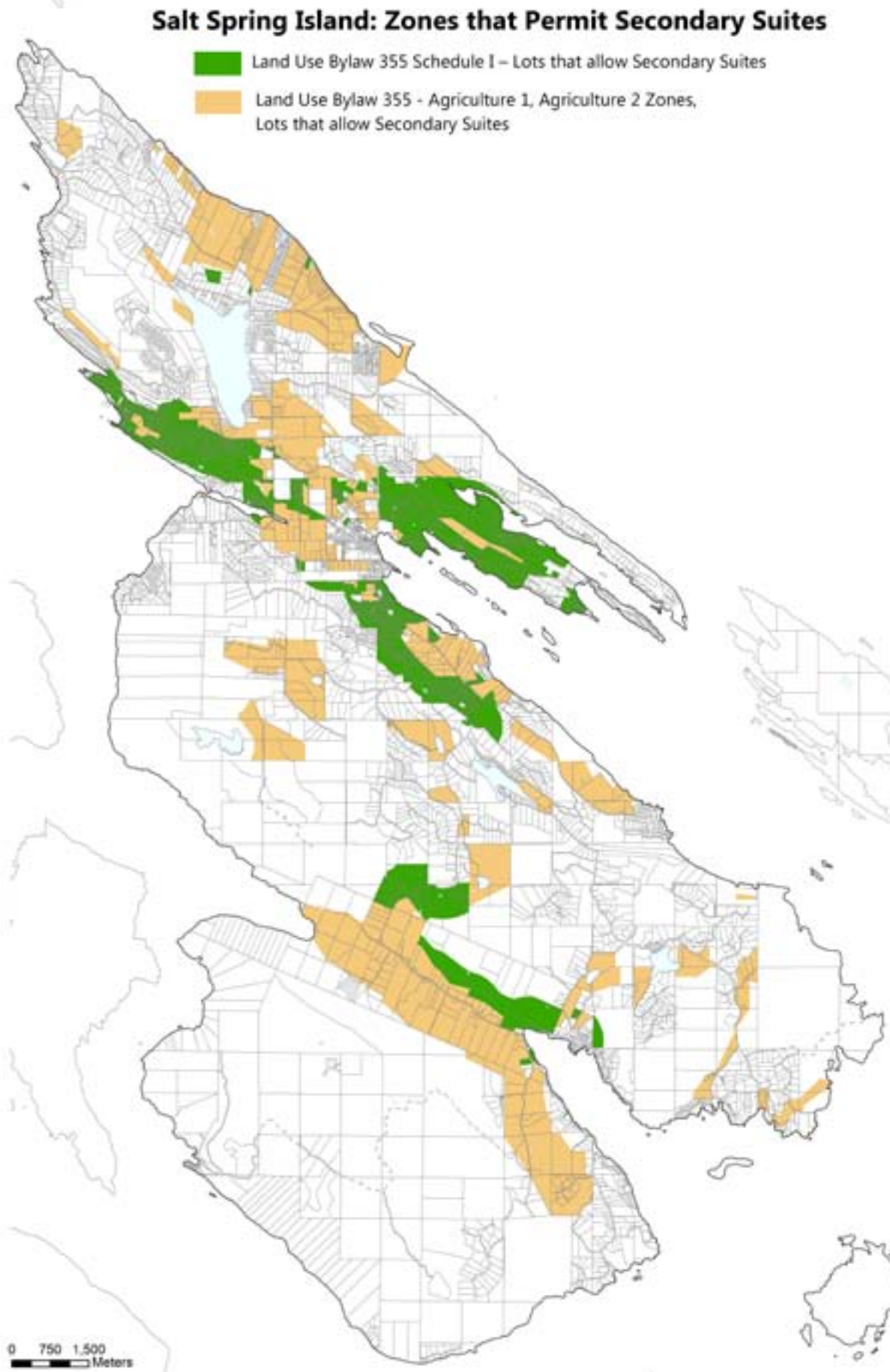
Islands Trust

Preserving Island communities, culture and environment

Zoning Requirements

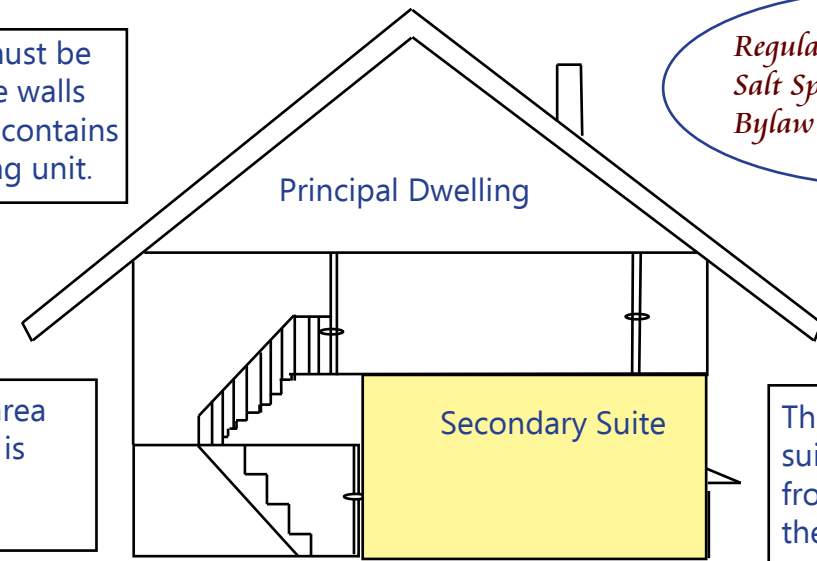
Secondary Suite

means an accessory, self-contained dwelling unit, located within a building that otherwise contains a single-family dwelling, and having a lesser floor area than the principal dwelling unit.



A secondary suite must be contained within the walls of the building that contains the principal dwelling unit.

The maximum floor area for a secondary suite is 90m² (968 ft²).



Regulations are found in Salt Spring Island Land Use Bylaw 355 Section 3.15.

The entrance to the suite must be separate from the entrance to the main dwelling.

A dwelling unit is permitted to contain a secondary suite provided that:

- the dwelling unit or the secondary suite is occupied by the owner of the dwelling; or
- the dwelling unit or the secondary suite is occupied by a person other than the owner who manages the property, including dealing with any complaints of neighbours.

One on-site parking spot must be reserved for the tenant of a secondary suite.

Short term vacation rentals are not permitted in secondary suites, unless in a zone that otherwise allows commercial accommodation.

Bed and breakfast home based businesses are not permitted in secondary suites.

There is a maximum of one secondary suite permitted per lot.

At time of Building Permit application, the Capital Regional District requires proof of water supply and septic capacity.

- Water can be supplied via ground water (well), surface water (water license), or a community water system (the North Salt Spring Waterworks District is the only water district where suites are currently allowed).
- Water for a secondary suite can also be supplied by a combination of sources, provided a written plan for the supply of water is submitted.
- Where water is supplied to a secondary suite by a community water system, the operator of the community water system must provide written confirmation that the system has capacity to supply the secondary suite.
- Where water is to be supplied from a surface water body, a water license must be provided.