



DISTRICT OF NORTH SAANICH

Planning & Community Services
1620 Mills Road
North Saanich, B.C. V8L 5S9
Telephone: (250) 655-5470 Fax: (250) 655-0782

Secondary Suite Renewal Application

Date: _____

Street Address: _____

Authorization: please print

Name	Mailing Address	
City	Postal Code	Phone

Any personal information provided above is collected for the purpose of administering the Local Government Act, the Community Charter and the bylaws of the District of North Saanich and under the authority of those enactments.

Application Details:

Have there been any changes to the suite or property since January 1, 2011 Yes No

If yes, please indicate by checking the applicable type of change: ___ Change of Ownership

___ Alteration to Suite ___ Started Home-based Business ___ Permanent Residence ___ Parking*

**If there have been any alterations to the parking, please provide an updated site plan with location and dimension of parking/area/access.*

Checklist Documents and Fees:

Statutory Declaration

- Required to confirm that the home is occupied as a permanent residence by one of the registered owners.

Fees

- Renewal fee: \$75.00
- This fee is non-refundable. If the application does not meet all of the requirements, no refund will be issued.

Additional Requirements:

A secondary suite is not subject to subdivision under the provisions of either the Land Title Act or the Strata Property Act.

Covenants may be registered on the property title that prohibits the use of the property for secondary suites.

Any person who contravenes any provision of Secondary Suites Permit Bylaw No. 1244, 2010, commits an offence punishable on summary conviction and shall be liable to the maximum fines and penalties prescribed under the Community Charter and Offence Act, and the cost of prosecution.

I hereby declare that I have read and understand the foregoing requirements to lawfully register a secondary suite on the subject property.

Signature of Registered Owner: _____ Date: _____

For Office Use Only -----

Permit Issuance:

Based on the information provided in this secondary suite renewal application, I hereby issue a Type _____ renewal permit valid until December 31, 20 ____.

Clerk _____