



TOWN OF COMOX
PLANNING AND BUILDING INSPECTION DEPARTMENT

OWNER'S DECLARATION OF SECONDARY SUITE

BUILDING PERMIT NUMBER: _____

DATE: _____

Please Print

I/We, _____ being the registered
NAME OF REGISTERED PROPERTY OWNER(S)

Property Owner and residing at _____ have a suite
PROPERTY ADDRESS

located _____ hereby declare:
LOCATION OF SUITE WITHIN THE DWELLING

(a) That I understand that the suite located within the dwelling as stated above can be occupied and used as a secondary suite in accordance with the following provisions of the Town of Comox, Zoning Bylaw 1377:

1. Section 3.2:

“Secondary Suite: A dwelling unit that is secondary to another dwelling unit. Single-family dwellings containing a secondary suite shall be owner occupied. Secondary suites shall,

- (1) Be located only in single-family dwellings;
- (2) Be limited to one (1) per single-family dwelling;
- (3) Be completely contained within the principal building
- (4) Have a dwelling unit gross floor area not exceeding 40% of the gross floor area of the principal building of 90 m2 whichever is the lesser;
- (5) Be located above or below the other dwelling unit, shared utility and storage areas are excluded from this requirement; and
- (6) Have their own entrance separate from that of the other dwelling unit.”

2. The residence must provide two individually accessible off-street parking spaces as per Section 6.

3. The registered owner of the property must occupy either the primary dwelling unit or the secondary suite as their principal residence.

(b) That I understand that the rooms containing the secondary suite are to be constructed in accordance with the requirements of the British Columbia Building Code. No person shall occupy a secondary suite and no person shall permit or suffer a secondary suite, unless an occupancy permit has been issued under the Town of Comox, Building Bylaw 2005.

(Signature of owner(s))

(Address of Owner)

{ DECLARED BEFORE ME in _____
{ _____ *(municipality)*
{ in the Province of British Columbia, on
{ _____ *(date),*
{ _____ *(signature)*
{ a commissioner for taking affidavits for British
{ Columbia / a Notary Public in and for the
{ Province of British Columbia.