

**FORM VIII (#1903 Mar 20/19)**

**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 \_\_\_\_\_, and hereby declare:  
LOCATION OF SECONDARY SUITE WITHIN THE DWELLING

1. That I understand that the suite located within the dwelling, as stated above, can be occupied and used as a secondary suite only in accordance with the following provisions of Comox Zoning Bylaw 1850:
  - A. Section 3.2 Definitions:
 

“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 buildings;
    - (4) Have a dwelling unit gross floor area not exceeding 40% of the gross floor area of the principal building, or 90 m<sup>2</sup> whichever is the lesser; and
    - (5) Have their own entrance separate from that of the other dwelling unit.”
  - B. Section 6 Off-Street Parking and Loading:
 

Two individually accessible off-street parking spaces must be provided.
2. That I understand that the registered owner(s) of the property must occupy either the primary dwelling unit, or the secondary suite, as their permanent residence.
3. That I understand that the secondary suite must be constructed in accordance with the requirements of the British Columbia Building Code.
4. That I understand that no person may occupy a secondary suite and no person shall permit or suffer a secondary suite to be occupied, unless an occupancy permit has been issued under Comox Building Bylaw 1472.

\_\_\_\_\_  
Signature of owner(s)

\_\_\_\_\_  
Address of Owner(s)

{ 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.