

FAQ

Frequently Asked Questions

ADU Incentive Program

Disclaimer: This is not a legal document and does not outline all applicable regulations. Any contradiction, dispute, or difference between the contents of this document and applicable provincial law or Town bylaws, plans, policies, or guidelines will be resolved by reference to the law, bylaws, or other official documents.

Q: What is the Comox Home Suite Home ADU Incentive program?

A: The ADU Incentive Program is a program to help registered property owner(s) construct a new secondary suite in an existing residence, construct a new coach house, or upgrade an existing unauthorized suite or coach house. The grant is not available for newly constructed dwellings that include a secondary suite.

Q: How does the program help?

A: The program provides a \$3000 grant to the property owner(s) after completion of the ADU, paid from the federal Housing Accelerator Fund.

Q: Is the grant funding limited?

A: Yes. Only one \$3000 grant is available per property and the total Comox Home Suite Home ADU Incentive Program is limited to \$75,000 or 25 - \$3000 grants. Applicants should apply as soon as possible if they would like to participate in the program. The program will be terminated upon the expenditure of the \$75,000 fund or December 1, 2027, whichever occurs first.

Q: Are there other programs that can be accessed to help fund ADUs?

A: Yes. The Provincial and Federal Governments are in the process of revising ADU incentive programs. Please visit BC Housing's website ([Secondary Suite Incentive Program | BC Housing](#)) and [CMHC](#) for more information.

Q: I currently have an unauthorized suite or coach house but would like to legalize it and bring it up to code. Will this grant cover that?

A: Yes. The ADU Incentive Program will allow you to legalize your suite or coach house, ensure that your unit is safe for occupancy, and help cover \$3000 of doing so. The Town will not penalize property owner(s) who upgrade an existing ADU through the ADU Incentive Program.

Q: I am building a new house with a secondary suite. Am I eligible for the Home Suite Home Incentive Program?

A: No. The ADU Incentive Program is intended to assist property owner(s) in either authorizing an existing coach house, constructing a new one, or authorizing or constructing a suite within their existing home. As such, to be eligible for the program, your principal dwelling must have obtained an occupancy permit prior to December 4, 2024.

Q: Does the Comox Incentive Program require owner(s) to provide below-market rents as a condition of the grant?

A: No. However, the owner(s) are required to sign a declaration that the unit will be made available as an accessory dwelling unit and not decommissioned or utilized as a short-term rental for a 5-year period.

Q: When do you get the grant?

A: ADU Incentive Program applicants have 14 months from building permit issuance to obtain an occupancy permit. The \$3000 is provided once an owner obtains an occupancy permit for the subject ADU and provides the completed Owner's Declaration.

Q: What is an Owner's Declaration?

A: The Owner's Declaration is a written agreement between the Town of Comox and the homeowner(s) confirming the terms and conditions of the grant. The agreement will

specify that the ADU constructed under the grant program be made available for rental for a period of five years and not decommissioned or utilized as a short-term rental.

Q: Am I eligible for the Home Suite Home ADU Incentive Program?

A: You may be eligible for the program if:

- You wish to construct a new coach house, upgrade an unauthorized secondary suite or coach house, or construct a new secondary suite in an existing detached dwelling or side-by-side duplex.
- The suite complies with the Town's Zoning Bylaw requirements, including parking requirements.
- The house where a secondary suite is proposed to be located received occupancy **prior to December 4, 2024.**
- The building permit for the ADU was issued **after December 4, 2024.**
- You agree and sign an Owner's Declaration to make the ADU available as an ADU for a period of at least 5 years. Short-term rentals are not permitted during this period.
- An occupancy permit is obtained within 14 months of building permit issuance.

Q: What are the steps I need to take in order to receive this grant?

A: You will need to follow the steps below in order to receive the grant:

- Confirm your property and ADU project meets the program and regulatory requirements.
- Determine if a Development Permit is required.
- Apply for a Building Permit and submit your completed owner declaration form.
- Pick up your approved Building Permit and complete all necessary construction and applicable inspections.
- Request an Occupancy Permit.
- After your Occupancy Permit has been issued, a cheque will be issued within three to six weeks provided all other program requirements have been met. Follow up with the Development Services department to ensure the cheque requisition process has been initiated post-occupancy.

Q: Where can I ask further questions about the Home Suite Home Incentive Program?

A: If you have further questions about the program, you can contact Town staff at the following:

Planning Staff: planning@comox.ca

Building Official, Ian Rogers: irogers@comox.ca