



Description of Property

Civic Address				PID	
Lot	Block	Section	Range	Plan	

Applicant

Name(s)	Mailing Address
City	Postal Code
Phone	Email

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.

Fee

- Secondary Suite Permit Fee: \$100.00*

This fee is non-refundable and may not be pro-rated. If the application does not meet all of the requirements, no refund will be issued.

Application Details

Every owner of a single family residential dwelling that contains or is to contain a secondary suite must hold a valid and current Secondary Suite Permit.

The licensing inspector may conduct inspections and may require the applicant to provide additional information as necessary to determine compliance with District of North Saanich Bylaws.

Additional Requirements and Information

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

A covenant under Section 219 of the *Land Title Act* is required if the secondary suite is a part of construction of a new single family dwelling.

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.

Issuance Information

Upon issuance, provided that a permit has not been revoked or suspended, the Secondary Suite Permit will be automatically renewed annually on January 1st, without charge.

If the holder of a Secondary Suite Permit sells the property to a new owner a new Secondary Suite Permit application must be received within 30 days.

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: _____