

Secondary Suite Removal Requirements To Render a Suite as Decommissioned

Overview: There are two options available to comply with requirements to have a suite removed and revert the building back to a single family dwelling use. Option 1 is for the removal of all kitchen amenities; Option 2 allows for the retention of a kitchen as a second kitchen in a single family dwelling.

Option 1 – Remove Kitchen

- If 220 volt stove wiring is installed, it must be removed or cut back as far as possible from the receptacle location as well as from the inside of the main service panel. Circuit breaker filler plates are required to be installed to cover the unused space in the electrical panel. The owner shall provide a copy of the electrical permit to the Building Inspector for this and all other electrical work required for the suite removal.
- Where installed, the range hood, related wiring, and exterior vent must be removed. Any affected finishes (interior and exterior) must be repaired.
- If a previous inspection for an illegal suite occurred in the dwelling resulting in a requirement for removal of the illegal suite, then no countertop receptacle plugs and related wiring are allowed to remain.
- All kitchen cabinets are to be removed along with the sink.
- The drain and water lines (including valves) for sinks are to be removed and capped inside the wall.
- All drywall affected by the removal of kitchen fixtures and electrical outlets must be boarded and taped.
- Laundry facilities that were installed for the suite are required to be removed.

Option 2 – Retain Kitchen

- Remove the exterior access door in the suite area and install or re-instate access to the remainder of the building, **or**
- Remove the shower/tub from a three-piece bathroom, **or**
- Open up a significant area between the suite and the main dwelling. Note that depending on the existing layout, this may not be a viable solution.

In the options listed above, locking doors between the former suite area and the main dwelling are not permitted. This is also contingent on having interior access between all of the floor areas in the building.

If you have any questions regarding the preceding, please contact our staff at (250) 755-4429.