



PROPERTY USE & COMPLIANCE DIVISION

Dear Delta Resident,

On October 16th, 2017 Delta Council adopted Delta Business Licence Bylaw No. 7670, 2017, which includes the requirement for owners of homes containing a secondary suite to obtain a business licence.

A business licence is now required for rental secondary suites effective November 1st, 2017. The secondary suite rental business licence fee is \$50.00 and will be due annually. Collected fees will go toward the increased cost of enforcement as it relates to the regulation of secondary suites within the City of Delta.

A business licence is **not** required where the property owner occupies the primary dwelling and the suite is vacant, or is only occupied by immediate family. In relation to the rental of secondary suites, the new bylaw reads as follows:

6.53. An owner or operator of real property that contains a Secondary Suite must:

(a) be in compliance with all of Delta's bylaws, policies, and requirements related to Secondary Suites, including, but not limited to, the provision of a designated parking spot to be used exclusively for secondary suite tenant's vehicle.

(b) Obtain a secondary suite occupancy permit in the form provided for that purpose by the Manager of Property Use & Compliance.

(c) maintain records of all renters, to be provided upon request to a Peace Officer, Bylaw Enforcement Officer, or the Licence Inspector.

6.54. A Business Licence is required to operate a Secondary Suite unless the Secondary Suite is unoccupied, or is occupied by immediate family, which only includes the husband, wife, brother, sister, parents, parents-in-law, children, and grandparents of the owner and the owner lives in the same dwelling as their primary residence.

You are receiving this notice because you have a valid Secondary Suite Occupancy Permit and are eligible to rent out your suite. If your secondary suite is not being rented or meets the criteria for an exemption listed in Section 6.54 of the bylaw, you do not need to apply for a business licence.

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The City of Delta
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
604.946.4141

www.delta.ca

The attached secondary suite business licence application may be mailed to, or dropped off at, the following locations:

North Delta Recreation Centre, 11415 - 84th Avenue, Delta, BC V4C 2L9

South Delta Recreation Centre, 1720 – 56th Street, Delta, BC V4L 2B1

Municipal Hall, 4500 Clarence Taylor Crescent, Delta, BC V4K 3E2

Failure to obtain a business licence for the rental of a secondary suite may result in a penalty of \$500.00, with each day constituting a separate violation.