

The definition of a dwelling unit in the Delta Zoning Bylaw No. 7600, 2017 is as follows:

*Dwelling unit means one or more habitable rooms containing cooking facilities, eating, living and sleeping areas and bathroom facilities, and occupied or constructed to be occupied by a person or persons living together as a single household unit.*

The definition of a dwelling unit in the 2012 BC Building Code is as follows:

*Dwelling unit means a suite operated as a housekeeping unit, used or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.*

**To assist Delta residents in decommissioning a secondary suite that the City of Delta has permitted, the following steps are required:**

**Step 1** Obtain Permits:

- a) Gas and/or electrical permit from Technical Safety BC for the removal of a stove and hood fan (cooking facilities).

**Step 2** Items to remove:

- a) Remove the stove and terminate all associated gas piping or wiring, where applicable:
  - i. For suites with electric ranges, the decommissioning requires that the stove receptacle be blanked off (covered with a suitable material) and that the corresponding circuit breaker is removed from the electrical panel.
  - ii. For suites with gas ranges, the gas line feeding the stove is to be disconnected and capped.
- b) Remove hood fan and connected ventilation, hood fan electrical connection shall be terminated in an approved manner by Technical Safety BC. Hood fan ventilation shall be terminated in an approved manner by the City of Delta building official.

**Step 3** Ensure unrestricted access to the suite; remove door locks or doors between units, to create one dwelling unit.

**Step 4** Inspections: As part of the decommissioning inspection, the submission of both Technical Safety BC approval and the City of Delta suite removal forms are required at time of inspection, and are to be provided to the inspector.

To schedule a decommission inspection with the City of Delta, call 604-946-3380 or email [cpd@delta.ca](mailto:cpd@delta.ca) with your:

- permit number;
- address of site; and
- contact information (name, phone number, email).



# Secondary Suite Removal Form



The following constitute the requirements to decommission a secondary suite as being decommissioned. Please indicate with a check mark in the corresponding box for each task completed.

- The occupants of the suite must have free and unrestricted access to the entire house.
- Removal of all cooking facilities from the suite.
- Hood fan and connected ventilation must be removed.

Owner(s): \_\_\_\_\_

Address of secondary suite: \_\_\_\_\_

Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

The undersigned hereby declare that I (we) have read and understood the foregoing requirements to lawfully register a decommissioned secondary suite at the above indicated address. With the signing of this “secondary suite removal form” the undersigned agree the area of this dwelling that once constituted as a secondary suite will no longer contain the above mentioned items. Should I (we) decide to reinstate the secondary suite at a future date, the undersigned agree to comply with the Delta Zoning Bylaw and the BC Building / Plumbing Code, as amended from time to time, and notify the City of Delta of our intentions prior to the reconstruction of the suite.

Failure to notify the City of Delta of the reconstruction of the secondary suite may result in a fine, or legal action being taken to remove the suite. Each day that such a violation exists, shall constitute a separate offence.

Owner 1 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner 2 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner 3 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Owner 4 Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

