



## Secondary Suite General Information

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### Secondary Suites

Secondary suites offer many benefits to the community by providing different and more affordable housing options to residents. All existing and new secondary suites must conform to municipal bylaws and provincial standards for public health and safety.

All secondary suites, existing or newly constructed, are required to have a Secondary Suite Licence. A Building Permit is required to ensure the secondary suite has been inspected and can be licenced accordingly. For application requirements, visit [tol.ca](http://tol.ca)

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### Secondary Suite Construction Requirements

Your request for a secondary suite will be considered if it meets all the following criteria:

- principal dwelling is owner occupied
- only one suite being constructed
- suite must be located in the single family dwelling, not in a detached building
- suite cannot exceed 120m<sup>2</sup> (1291 sq ft) of finished living area, not including common areas
- minimum ceiling height shall not be less than 2.0m (6'6")
- suite cannot be subdivided from the building under the Strata Property Act
- suites will not be permitted in a townhouse, multifamily unit, row house, manor house or where a coach house has already been legally constructed on the lot

Note: It is the responsibility of the property owner to ensure all work in the construction of a secondary suite complies with the Part 9 Housing and Small Buildings requirements for secondary suites from the current edition of the BC Building Code and all other applicable Township of Langley bylaws, policies, and enactments.

### Family-Occupied Secondary Suites

Owners can request an exemption for secondary suites occupied by family members where there is no income or revenue generated from the secondary suite. A Statutory Declaration must be completed outlining specific information to obtain a reduced annual licence fee (\$175) and utility fees exemption. The secondary suite is still subject to the requirements of a Building Permit and obtaining an accepted final inspection before occupancy.

### Obtaining a Secondary Suite Licence

When a new secondary suite has received an accepted final inspection in conjunction with a Building Permit, a Secondary Suite Licence must be obtained through the Permit, Licence, and Inspection Services Department. There is an annual licence fee plus an annual utility fee.

For secondary suites constructed without a building permit, a building permit is required and the Secondary Suite Licence application and payment must be obtained at the time of building permit issuance. The Secondary Suite Licence will be issued at the time of an accepted final inspection.

## Annual fees include:

Licence: \$350  
\$175 (family rate – statutory declaration must be provided with application)

Utilities: 30% of applicable water/sewer charges to be included on Property Tax Statement.

## Existing Authorized Suite Removal

Owners choosing not to licence an existing authorized secondary suite must apply for a Building Permit to decommission or remove the suite. There is no charge for this permit; however, an inspection is required to confirm removal of the secondary suite.

## Unauthorized Secondary Suites Penalties

Unauthorized secondary suites are a contravention of Township bylaws. Owners will be subject to fines and/or other enforcement action, including fines up to \$500 per day. Furthermore, a notice may be placed on the property tax information sheet which may affect the resale, refinancing, or sale of the property.

## Submitting a Complaint for an Unauthorized Secondary Suite

Written complaints are accepted by the Township's Permit, Licence, and Inspection Services Department at the Civic Facility. Complaints are handled in date order.

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## Frequently Asked Questions

### What is a secondary suite?

A secondary suite is a separate residential unit within a home; it is generally located in the basement and is significantly smaller than the dwelling. The suite can be a maximum size of 120m<sup>2</sup> (1291 sq ft) of total floor space.

### Can I put a secondary suite in my house?

Properties must be reviewed for compliance with Township bylaws, policies, and enactments where applicable to determine if a secondary suite is permitted. Contact the Permit, Licence, and Inspection Services Department at 604.533.6018 to confirm if a building permit can be issued.

### How can I determine if a house has an authorized secondary suite?

Prospective renters and homebuyers can determine if a secondary suite has been inspected and received an accepted final inspection by contacting the Permit, Licence, and Inspection Services Department at 604.533.6018. The property address is required for this search.

### Can a single family home have multiple suites?

No, the Township's Zoning Bylaw only permits one secondary suite per single family home.

### What if I don't get a Secondary Suite Licence for my secondary suite?

Owners who do not obtain a Secondary Suite Licence will be subject to fines and/or other enforcement action including fines up to \$500 per day. Furthermore, a notice may be placed on the property tax information sheet which may affect the resale, refinancing, or sale of the property.

### More Information:

Permit, Licence, and Inspection Services Department  
20338 – 65 Avenue, Langley V2Y 3J1  
604.533.6018 or [buildinginfo@tol.ca](mailto:buildinginfo@tol.ca)