



<b>Title:</b> Subsidiary Apartments & Apartments Construction and Removal	<b>Internal/ External</b>
<b>Department:</b> Planning and Protective Services	<b>Policy Number</b> PPS-008
<b>Approval Date:</b> January 16, 2014	<b>Implementation Date:</b> January 16 <sup>th</sup> , 2014

**BACKGROUND:**

This policy is reformatted from the October 07, 2010 policy adopted by Council titled, “Subsidiary Apartments & Apartments Construction and Removal”. The information in this policy remains unchanged from that of 2010.

**PURPOSE:**

To provide a policy on subsidiary apartment construction or removal of a subsidiary apartment.

**DEFINITIONS:** n/a

**POLICY STATEMENT:**

The Town of Paradise, in order to clarify and be consistent in the determination of what constitutes a subsidiary apartment, has determined certain criteria must be met when an apartment has been constructed and also when an apartment is removed as a dwelling unit. The Department of Planning & Protective Services will use these criteria when assessing applications to construct apartments and also when an apartment is to be removed from the dwelling or other building for either taxation purposes or an unauthorized apartment.

**GUIDELINES AND PROCEDURES:**

- 1. An apartment is deemed to be present within a dwelling or other structure when:**
  - a. There are cooking & washroom facilities present in the unit separate from that of the main building. This would include any units constructed in an accessory building.
  - b. An apartment will be considered to be present in a dwelling or other structure having both cooking and washroom facilities in the “subsidiary unit” separate to that of the main unit or other units regardless of the presence of a connecting door or opening between the main unit and subsidiary unit.

- c. The presence of a separate electrical panel would act as an indicator that an apartment was present but would not on its own confirm a separate unit was contained in the building.
  - d. Apartments in accessory structures are prohibited and any or all livable areas must be removed in its entirety including kitchens, washrooms, living area etc.
- 2. When a person or persons wish to remove an apartment use from a single family dwelling unit, the following criteria must be met:**
- a. The removal of either the cooking facility (stove), or the washroom facility or both the cooking & washroom facilities. The removal of the cooking facility will require that the stove outlet be removed from the wall and the electrical wires tied back to the main electrical panel.
  - b. If the apartment unit is not accessible from the main unit, it must be made accessible by the installation of an opening doorway between the units.
  - c. While the removal of an electrical meter box is not necessarily required, repeat offenders with unauthorized apartments will be required to remove the additional meter box.
- 3. In the case of apartment units within an apartment building (2 or more units) or within a commercial building, the entire unit must be removed and the floor area assimilated with another apartment unit or, in the case of commercial buildings, added to commercial space.**
- 4. If an apartment is to be re-instated after it has been removed a permit from the Town of Paradise will be required to be issued. Further, the apartment must meet the minimum requirements of the National Building Code that is in place at the time the apartment is re-instated.**

REVIEW: This policy will be subject to review as necessary, following new knowledge or new experience.

Chief Administrative Officer: *Robert Cumby* Date: *March 3/2014*