

SECONDARY SUITE DECLARATION



Address: _____

I, _____ owner of the property located at _____
_____ declare that this property has occupancy approval from
the District of Squamish for a dwelling unit only. There is no occupancy approval for a secondary
suite at this address. On this date, _____, I do not have a secondary suite on
the property. I understand that before I can install and/or use a secondary suite on this
property I, the owner of the property, must inform the District of Squamish Building
Department. At that time, I will be made aware of applications, permits, inspections and fees
necessary to install and or receive occupancy for a secondary suite on this property. I
understand that this document does not confirm that a secondary suite would be permitted at
this address at this time or at any time. Current building code and zoning and building bylaws
will apply at any time. By signing this document, I am also acknowledging that I have read **the
DOS Building Bylaw 1822, 2004** part 6.3 part, 22.1 and Schedule B. (attached). I am aware that
there are fines applicable when I occupy a building or portion of a building without report or
contrary to permit or notice.

Owner's Name (Print) _____

Owner's Signature _____

Date: _____

Email Address: _____

Phone Number: _____

Building inspector: _____

Date: _____

1. Please read each page of this form carefully.
2. Fill out the form and drop it off at the Building Department
3. Schedule an inspection
4. After inspection, the Building Inspector will sign off and the information will be passed to Finance

To Finance: _____

The following sections of bylaw are related, in this case directly to occupying a secondary suite. The purpose of these sections being printed together on this document is to provide homeowners with information as to which bylaw is applicable in regard to occupying an unpermitted secondary suite:

DISTRICT OF SQUAMISH
Bylaw No. 1822, 2004

A bylaw to regulate building construction and provide for the administration of the B.C. Building Code
As Amended by Bylaw 1933, 2006, 2012, 2126, 2279

6.3 No person shall occupy or use any building or structure unless a report has been issued by a building official for the building or structure under section 22.1 of this bylaw, or contrary to the terms of any permit issued or any notice given by a building official.

22.1 No person shall occupy a building or structure or part of a building or structure until a final report authorizing occupancy has been issued by a building official. Where a building permit has been issued for a residence, a report authorizing occupancy may be issued prior to completion, provided the building or part thereof complies with the health and safety requirements of the Building Code and exterior finishes are substantially complete.

SCHEDULE "F"
OF BYLAW NO. 1832

DISTRICT OF SQUAMISH BUILDING BYLAW No. 1822, 2004

(as amended by Bylaw No. 2309, 2014)

Column 1 Offence	Column 2 Bylaw Section	Column 3 Fine
Construct building without permit	6.1	\$500.00
Install plumbing without permit	6.2	\$500.00
Occupy building without report Or contrary to permit or notice	6.3	\$500.00
Submit false or misleading information to building official	6.4	\$500.00
Tamper with notice, permit or certificate	6.5	\$500.00
Work at variance with permit	6.6	\$500.00
Obstruct entry of building official	6.7	\$500.00
Failure to obtain permit to construct building	8.1.1	\$500.00
Failure to obtain permit to construct plumbing system	8.1.2	\$500.00
Failure to obtain permit to construct fireplace	8.1.3	\$500.00
Failure to obtain permit to construct temporary building	8.1.4	\$500.00
Failure to obtain permit to move building	8.1.5	\$500.00
Failure to obtain permit to demolish building	8.1.6	\$300.00
Failure to obtain permit to install solid fuel burning appliance	8.1.7	\$300.00
Failure to post permit on property	20.3.1	\$100.00
Failure to keep approved plans on property	20.3.2	\$100.00
Failure to post address on property	20.3.3	\$100.00
Failure to ensure site safety	20.3.4	\$1,000.00
Occupy building without authorization	22.1	\$300.00
Failure to enclose pool within a building or fence	24.1	\$500.00
Failure to maintain or repair pool enclosure	24.2	\$500.00
Failure to install fire suppression system in two-family dwelling	25.1	\$500.00
Failure to install fire suppression system in repair of two-family dwelling	25.2	\$500.00
Failure to install fire suppression system in portable classroom or auto body shop	25.3	\$500.00
Failure to install fire suppression system in single family dwelling	25.4	\$500.00
Move building without permit for site	27.2	\$300.00
Failure to leave site in safe and sanitary condition prior to removing equipment	27.5	\$1,000.00
Failure to cease occupancy of building after notice posted	29.6	\$1,000.00