

## UTILITIES

It is the City's policy that the utility billing (water, sewer, garbage and recycling) for a property be based on the number of dwelling units contained on that property. If utilities fees are being charged for an additional dwelling unit, which is subsequently removed and confirmed through inspection, the City will adjust the utility billing for the following calendar year to reflect the removal of the unapproved dwelling unit.

## ACCESSORY RESIDENTIAL USE IN RS1 AND RT1 ZONED PROPERTIES

The use of a property must reflect that which is approved. For example if a property is within the RS1 – One Family Residential Zone, then the approved residential use will be a one family residential use. Included in that use, if approved by the City, is an Accessory Secondary Suite Use.

This means that a property zoned RS1 – One Family Residential Use may contain an approved second dwelling unit. This will only be approved where the second dwelling unit can meet the requirements of the British Columbia Building Code, where a property owner resides at the property as a principle residence, and where adequate additional parking is available for exclusive use by the second dwelling unit. A property may have to meet other requirements as determined by the City or other Provincial Acts or Regulations.

At this time, the City does not allow the development of an Accessory Secondary Suite Use in conjunction with the RT1 – Two Family Residential Use and where the approved use at the property is for a Duplex Use. The City may approve an Accessory Secondary Suite Use at a property zoned RT1 – Two Family Residential Use, where the principal building has been approved for a One Family Residential Use only.

# INSTRUCTIONS FOR REMOVING A COOKING FACILITY IN UNAPPROVED DWELLING UNITS

INSPECTIONS—BUILDING



**Community Development  
Department**

141 West 14th Street  
North Vancouver, BC  
V7M 1H9

Tel: 604.983.7355  
Fax: 604.985.0576

[www.cnv.org](http://www.cnv.org)

INSPECTIONS—BUILDING  
Information Handout #R11  
Revised Sept 2008



This guide has been prepared to clarify the City of North Vancouver regulations and requirements for the removal of cooking facilities in unapproved dwelling units.

Where a cooking facility or facilities have been installed as part of the development of an unlawful dwelling unit, and where the development of an approved Accessory Secondary Suite Use is not occurring, the City of North Vancouver requires that the unlawful dwelling unit be removed. The following instructions must be followed in order that the property containing the unlawful dwelling unit may be brought into compliance with City bylaws. **An inspection to confirm compliance will also be required after the removal process is complete.**

### **ELECTRIC RANGE AND HOOD FAN ASSEMBLY**

Where the electrical wiring has been covered by drywall or other fixed finishes:

1. The range cable is to be disconnected from the electrical panel and the plug receptacle. The cable must then be cut at both ends as far as possible into the wall cavity and wherever visible. This may require reaching into the wall cavity or cutting back the wall finish enough to insure that the cable is rendered useless, and must be approved by the City prior to covering or repairing the wall opening.
2. The resulting openings left in the electrical panel by the removal of the cable must be suitably closed in a manner acceptable to the City, and the plug

receptacle completely removed from within the wall cavity.

3. The circuit breaker left in the panel by the removal of the cable is to be removed from the panel, and the opening in the panel cover is to be suitably closed in a manner acceptable to the City.
4. The hood fan assembly is to be removed from the dwelling unit, and its supply cable at the wall is to be cut as short as possible. The cable supplying power to the fan must also be cut as short as possible in the outlet box from which it is supplied. These steps are required to render the cable as unusable.

Where the electrical wiring is totally exposed or only partially concealed:

5. Where wiring supplying a range and a hood fan assembly in an unapproved dwelling unit are totally exposed, or only partially concealed, they are considered to be accessible in their entirety and the cables shall be completely removed. Portions of cables concealed by removable wall paneling or removable ceiling tiles are considered to be accessible.

### **GAS RANGE AND HOOD FAN ASSEMBLY**

When the cooking facility is a gas range, the pipe supplying the gas shall be disconnected from the range, cut back and capped in an approved manner by a qualified gas contractor. The pipe shall be capped as close to the main source as possible. The hood fan assembly shall be disconnected as required above.

### **INTERCONNECTING STAIRS**

Where a building was approved with interconnecting internal stairs and those stairs have been removed in order to accommodate an unapproved second dwelling unit, then on removal of the second dwelling unit as described above, the previously existing stairs shall be reinstalled to return the area as originally approved. A building permit to allow for the reinstallation will be required and the installation approved by inspection.

Where the interconnecting stairs remain in place but have been rendered inaccessible by any means, then on removal of the unapproved second dwelling unit they shall be made accessible to allow for the free access to all areas of the building as originally approved.