



## Requirements for Removal of Cooking Facility from Secondary Suite

**District of North Vancouver**

**Building Department** - 355 West Queens Rd, North Vancouver, BC V7N 4N5

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Properties that contain secondary suites are billed extra utility fees annually and this charge shows on their property tax bill in addition to regular, single family, utility fees. As the property owner, you are required to pay the fees, even if the suite is not rented out or occupied at all.

To avoid paying these charges, you can remove secondary suite by decommissioning cooking facility.

Please note, ability to decommission 'cooking facility' as shown below applies only when there is only one secondary suite in the home and is registered with the District.

As defined in the zoning bylaw, "**cooking facility**" means *a room or portion thereof where, and the equipment by which meals, may be prepared*".

To remove a cooking facility you must obtain an Electrical Permit for "decommissioning of Secondary Suite" and following must be done:

- remove the range from site;
- remove the range receptacle and replace with blank metal cover;
- remove the breaker feeding range and replace with blank filters or 15 amp breakers as spares;
- remove the hood fan and terminate wire in an electrical box with blank cover

Once the work is completed your contractor is required schedule an inspection with the District Electrical Safety Inspector to verify that the cooking facility has been safely and properly decommissioned.

For more information on obtaining an Electrical Permit, please visit our web site at [www.dnv.org](http://www.dnv.org).