

Carriage House Guide

What is a carriage house?

A carriage house is a separate, secondary living space that is located on the same property as a principle dwelling. To be considered as a carriage house, the space needs to have its own kitchen, bathroom and living space.

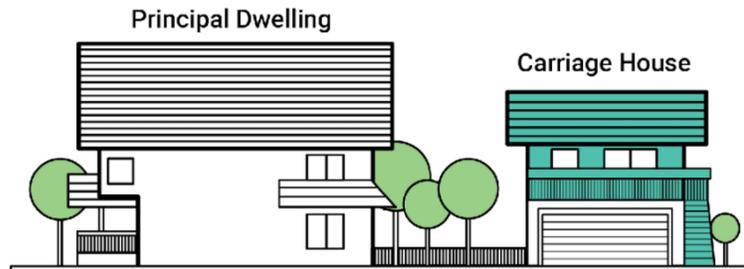
The carriage house may be purpose built, or a conversion or an addition to a pre-existing accessory building. Carriage houses cannot be sold separately from the principle dwelling or strata titled.

Carriage houses must meet the Town of Oliver's zoning regulations, Building Bylaw requirements and the BC Building Code regulations (as amended from time to time).

Where are carriage houses permitted?

Carriage houses are permitted on properties that contain a principle dwelling in any of the following zones:

- Low Density Residential One (RS1)
- Low Density Residential Two (RS2)

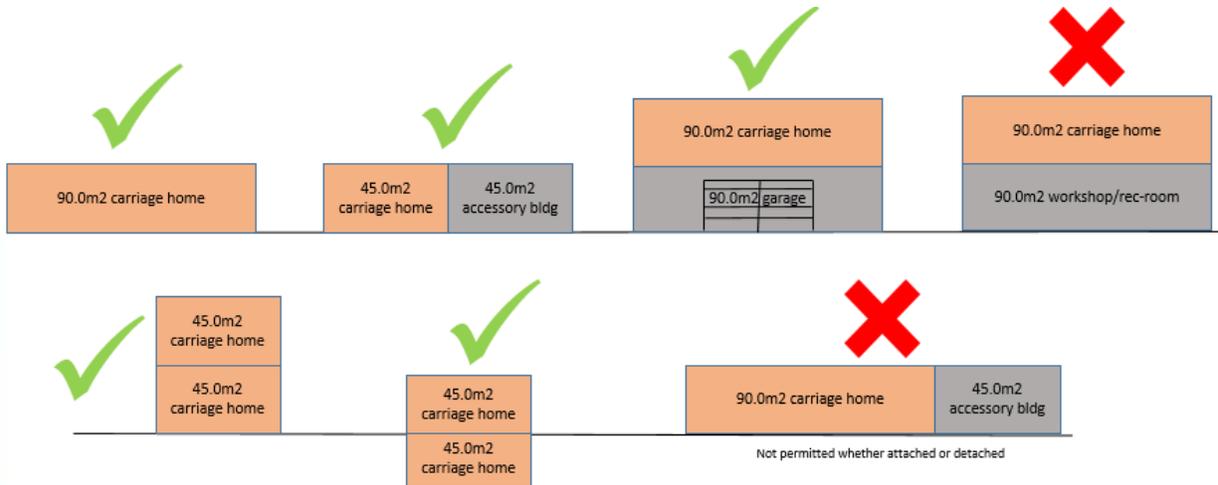


Step 1: Initial Design

The initial carriage house plans are developed at this step. The applicant and their designer work with the Zoning Bylaw regulations to design a carriage house that fits with the overall character of the neighbourhood. We encourage all property owners to speak with their neighbours as part of the initial design process so that any concerns can be identified at an early stage.

1.	Maximum Height	6.5m (two floors)
2.	Size	Accessory buildings and structures, and carriage homes shall not collectively or individually occupy in excess of 90.0m ² of parcel coverage on any parcel.
3.	Maximum Lot Coverage	40% (for all buildings on the lot combined)
4.	Setbacks	<p>The setbacks for a carriage home shall meet the setback provisions for a principal building or structure in that zone in which the subject property is located, except in the case of a rear parcel line setback which shall be 3.0m in all zones.</p> <p>In the case of a pre-existing, legally constructed accessory building being converted into a carriage home, the setbacks shall be the existing setbacks. Any additions or alterations to the building shall comply with the required setbacks in the zone.</p>

5.	Parking	One (1) space in addition to the required parking spaces for the principal dwelling and any required parking spaces for a home occupation.
6.	Limitations	Only one (1) carriage house is permitted per property and is not permitted in conjunction with a duplex, apartment, secondary suite or bed and breakfast home.



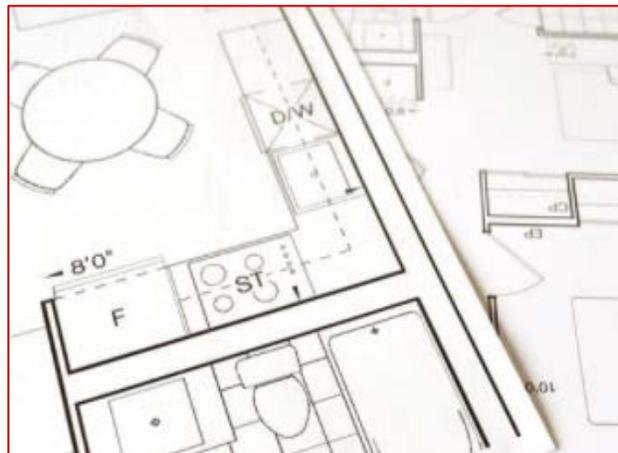
Step 2: Pre-Application Meeting

Staff are available for pre-application meetings with applicants to help expedite the carriage house process. During this meeting, you will share your concept plans with staff who can identify any items that may need to be addressed. Contact the Development Services Department at 250-485-6250 or planning@oliver.ca to book a pre-application meeting.

Step 3: Submit Building Permit Application

A building permit must be applied for, and issued, prior to the construction of a carriage house. Building permit applications must include sufficient information for staff to evaluate the plans against the BC Building Code requirements, building bylaw and zoning bylaw regulations.

If you are removing a structure (ie garage or shed) you will need a separate demolition permit. Approval for these permits must be obtained before any demolition or construction begins.



The Building Department will require the following documents prior to accepting a building permit application:

- A complete building permit application including:
 - Owner's Authorization

- Confirmation of the requirement for BC Housing New Home Registration. Any questions regarding these requirements or other unique warranty circumstances should be directed to BC Housing at 1-800-407-7757 or <https://www.bchousing.org/licensing-consumer-services>
- Two (2) sets of plans including site plan (with setbacks), elevation and floor plans.

Applications can be found on the Town's website at <https://oliver.ca/building/> or picked up at the Town Hall (6150 Main Street). Inspections will be conducted to ensure compliance with BC Building Code requirements. For any questions on the Building Permit process or requirements, please contact admin@oliver.ca or call 250-485-6200.

Step 4: Building Permit Application Reviewed

Once your building permit application and plans have been reviewed and accepted by the Building Department, a Permit will be issued. Building Permits ensure your building is constructed safely and in accordance with applicable bylaws and codes. If your project conflicts with any of these regulations, changes may be required.

It is expected that the approved plans attached to the building permit will be followed. Any deviations from the approved plans will require a plan revision along with additional fees for plan review.

Step 5: Construction



Undertaking a construction project in your backyard may be disruptive for you, but you also need to think of the disruption for your neighbours. Make sure you talk to them about what is going to happen and share with them any construction equipment or deliveries which may inconvenience them through the construction stage. This allows your neighbours to plan for any disruptions and will help maintain a positive relationship with the people in your community.

Step 6: Inspections

Once a building permit is issued and construction has begun, a Building Official will conduct inspections at certain benchmarks to ensure compliance with the BC Building Code requirements. These inspections will be outlined in your permit condition letter when your building permit is issued.

Step 7: Final

Please note that not all servicing is provided by the Town of Oliver; requirements of private servicing such as electrical, gas, cable, telephone, internet etc. will need to be confirmed through your local service provider. Once this is complete, an occupancy and final inspection is requested. Do not occupy until you have received final approval.

For further information on carriage houses, please contact the Development Services Department
Phone: 250-485-6200
Email: planning@oliver.ca