6 STEPS TO A CARRIAGE HOUSE

A carriage house is a self-contained dwelling that is constructed as a separate building to a single family home. There are a number of reasons for considering a carriage house. One is to generate rental income as a “mortgage helper”. Another reason is to provide housing for a relative. Whatever the reason, following these steps will make the process simple.

1 **Know your Zoning.**
   
   Before you begin designing your carriage house, you need to know the zoning of your property. Currently, only properties in the R-2 zone are eligible to construct a carriage house (see map on reverse side).

2 **Determine what Exists.**
   
   Now is the time to gather some basic information about your property. This includes:
   
   Property size: ___________________________
   
   Size of existing home: ___________________________
   
   Number of existing auxiliary buildings over 10 square metres: ________

3 **Understand the Regulations.**
   
   The next step is to verify that your property can accommodate a carriage house. If you check all of these boxes you can proceed to the next step.

   - I have an existing single family home on the property.
   - I do not already have a secondary suite, home occupation or boarding use within the home or on the property.
   - I do not have an existing permanent auxiliary buildings over 10 sq. m. on the property.

4 **Create a Site Plan.**
   
   Congratulations, it is time to start working on your site plan and design drawings. At this point it is important to use the regulations contained in Section 2.2 and Section 4.2 of the Zoning Bylaw as your guide, which are summarized on the reverse side of this page.

5 **Know the Costs.**
   
   Aside from permitting, construction and servicing costs, it is important to understand that if you construct a carriage house you will be billed an additional 40% of the full rate for water & sewer and an additional 100% for garbage collection if a second cart is purchased. This is regardless of whether or not the suite is occupied or vacant.

6 **Get the Permits.**
   
   Once all the planning has been completed it is time to get your permits. If the total construction value is over $75,000 in value you will first need to obtain a Development Permit ($400). The Development Permit is approved by the Director of Development Services, or designate, and addresses design considerations such as privacy of your neighbours and overall design. Once you have an approved Development Permit or if your project is under $75,000 in value you can apply for a Building Permit. At the end of your project you will be issued an Occupancy Permit - your carriage house is now ready to be occupied.

**CONTACT US!**
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Maximum size is equal to 10% of total parcel area (maximum of 40% parcel coverage for all buildings).

Maximum height is 4.9 m (midpoint between the eaves & ridge).

1 additional parking space located in the back yard.
- Access to the parking space for the carriage house is from the lane.
- If there is no lane or the lane is not maintained, a driveway from the street to the backyard is permitted.

Building setbacks (minimum):
- 4 m distance from the family home.
- 1.2 m interior sideyard setback
- 3.5 m exterior sideyard setback (applies to corner lots only)
- 0.6 m rear yard setback (1.8 m if there is a direct opening onto the lane).

1.2 m illuminated pathway from the front yard to the carriage house (can be sensored).

Clear addressing for the carriage house.

Respect the privacy of adjacent properties through appropriate placement of windows, location of decks and other features that may infringe upon the privacy of a neighbouring resident.

Large windows and decks face the lane or shared rear yard.

Building materials reflect the character of the principal dwelling with similar architectural features.