



Please save the completed form and email to utilityfees@mission.ca or print the form and bring it in to City Hall

Note: Please use Adobe Acrobat to complete and save/print this form as fillable fields are not consistently compatible with other readers.

A fee of **\$80.85** (GST included) is required for this application

APPLICATION FOR SECONDARY DWELLING UNIT DECOMMISSION

Owner(s): _____ Date: _____
PLEASE PRINT YOUR FULL NAME (NO INITIALS)

Address: _____
PLEASE PRINT PROPERTY ADDRESS INCLUDING POSTAL CODE

Home/Cell Phone Number: _____ Email Address: _____

The Secondary Dwelling Unit (SDU) at the above address has been decommissioned by:

- 1) **Removing** the **ELECTRIC** cooking facilities (all work must be done by a certified electrician and the invoice present at time of inspection for presentation to the inspector) including:
 - a) The outlet for the stove
 - b) The wiring from the outlet to three (3) feet into the wall and capping the wiring, leaving the drywall open for inspection.
 - c) The stove outlet breaker from the electrical panel and replacing it with a blank.
 - d) The wiring for the stove from the breaker to (3) feet into the wall and capping the wiring, leaving the drywall open for inspection.

OR

- 2) **Removing** the **GAS** cooking facilities (all work must be done by a certified Gas fitter and the invoice present at time of inspection for presentation to the inspector) including:
 - a) The gas outlet at the cooking facilities location.
 - b) The gas line from the outlet to three (3) feet into the wall and capping the line, leaving the drywall open for inspection.

OR For Basement Suites Only

An alternative to decommissioning would be to remove the “independent” status of the suite. This can be accomplished by:

- 1) Removing the internal door access to the suite including:
 - a) The door and door frame removed.
 - b) Drywalling over where the door frame was to make an open passage.

Note If there are two doors separating a suite from the rest of the dwelling e.g., for a shared laundry room, both doors are to have both a and b above completed

Reinstating an unauthorized secondary dwelling unit without the proper permits may result in fines or other legal action

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We would also like to remind the property owners that only one SDU per Single Family Dwelling is permitted by the BC Building Code. I understand the City of Mission reserves the right to do a future inspection to verify the SDU remains exempt.

Preferred Method of Contact (excluding inspection scheduling): Email Mail

Signature

Date

Home/Cell Phone Number

Email Address

Office Use Only

Billing Information:

Receipt Number

Roll Number

Utility coding updated

Engineering – Garbage & Recycling pick-up

BC Assessment updated

Property tax commented

This form can be found at www.mission.ca/secondary-dwellings