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Name: \_\_\_\_\_

Address: \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

I hereby apply to remove an existing accessory secondary suite at the following residence:

Property Address: \_\_\_\_\_

The following constitutes the requirements to remove an accessory secondary suite in the City of Quesnel and to convert to an extension of the principal dwelling. All requirements **MUST** be complete prior to an inspection.

- Locking devices which separate the suite from the remainder of the principal dwelling unit must be removed.
- Passages and doorways from the suite to the main building which has been sealed must be re-opened.
- All forms of cooking equipment must be removed.
- Proof that the range wiring has been removed from the cooking receptacle back to the electrical panel by obtaining:
  - Copy of Electrical Permit OR
  - Confirmation Letter from certified electrician.
- Range ventilation system must be removed.
- Proposed use for decommissioned suite area: \_\_\_\_\_

I hereby declare that I have read, understand, and completed the foregoing requirements to lawfully remove a secondary suite on the subject property. I agree to abide by the City of Quesnel and Provincial regulations regarding this former suite and its present future uses as an extension of the principal dwelling, otherwise I understand that I may be liable to legal proceedings by the City to the full extent of the law.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

An inspection by the Building Inspector will be required to confirm the suite has been decommissioned. A building inspection fee of \$50 will be payable by the applicant upon application.

### OFFICE USE ONLY

Inspection Date and Duration: \_\_\_\_\_ Payment Receipt Number: \_\_\_\_\_

Building Inspector Approval: \_\_\_\_\_ Date of Payment: \_\_\_\_\_