Carriage House
Information Bulletin

Revised: August 2025

What is a Carriage House?

A carriage house is a smaller, detached, secondary dwelling unit located on a parcel with an existing single detached residential dwelling.

The carriage house may be hidden in the rear of the parcel, or it may be visible from the road.



What regulations apply to Carriage Houses in West Kelowna?

Section 3.18 of the City's **Zoning Bylaw No 0320** provides general regulations governing the development of carriage houses in West Kelowna. More specific regulations can be found under the zoning designation for the property. Only one carriage house per parcel may be constructed. See table below for minimum parcel size requirements.

Parcel Size Requirements	
Zoning Designation	**Minimum Parcel Size**
RC1	650 m2 (6,996.5 ft2)
RC2, RC3, R1, R1L, RU1, RU2, RU3, RU4, RU5	No Minimum
RP1, CD1(C), CD1(E), CD3(A), I6, & A1*	No Minimum

*Agricultural, A1 zoned parcels located within the Agricultural Land Reserve (ALR) are advised to refer to the ALC regulations.

The construction of a Carriage House requires a building permit and is subject to the current BC Building and Plumbing Code Regulations.

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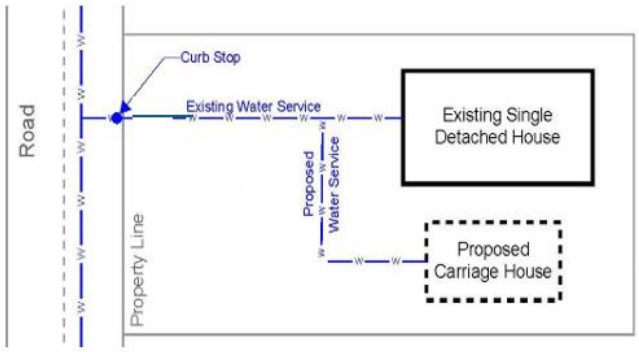
Servicing Requirements

Water Service:

A carriage house requires a connection to a community water system. If a connection to the parcel is not available, the certification of a professional engineer, specializing in groundwater hydrology, is required to confirm that a sufficient year-round supply of potable groundwater is available to service a single detached dwelling and a carriage house.

Water Connection Method: Tee-Connection

The on-site waterline shall have a tee-connection prior to the connection to the existing single detached dwelling with an additional line running directly to the carriage house.



Water Metering

A water meter is required to quantify all water consumption on the property. The property will receive one utility bill which will include water usage for both dwellings. Some homeowners may prefer to measure separate water usage; however, this would involve the installation of private water meters.

***Water meters must be pre-paid through the building permit process. Pick-up needs to be prearranged by contacting the Public Works Utilities Department directly at 778-797-2246.**

Waterline Size

For parcels with an existing community water connection, the size of the waterline running from the City's watermain (located within the public roadway) into your parcel may be too small to accommodate the increased water demands. It may be necessary to increase the size of your waterline and a qualified plumber can help you determine this.

Sewer Service:

A carriage house requires a connection to a community sewer system unless:

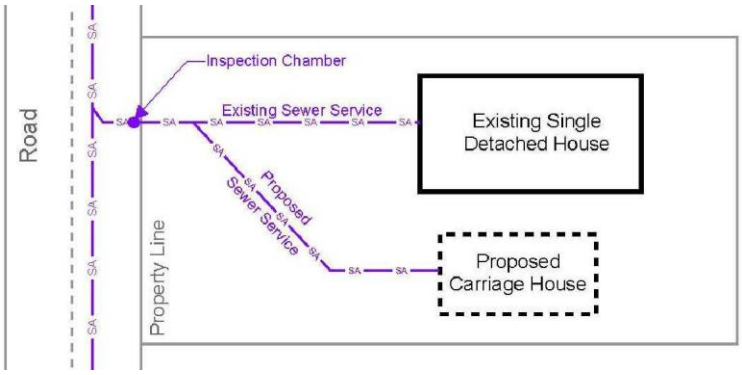
- A connection is not available to the parcel;
- The parcel has a minimum lot area of 1.0 ha (2.4 ac); and
- The applicant provides written approval of a Registered Onsite Wastewater Practitioner (ROWP) for septic disposal capacity.

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Wye-Connection

The on-site sewer line shall have a Wye-connection before the existing single detached dwelling with an additional line running directly from the carriage house. The property will receive one utility bill which will include both dwellings. Accessible cleanouts are required per the BC Plumbing Code.



Max size of a Carriage House

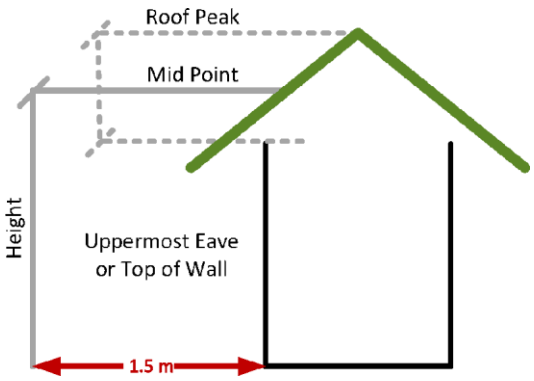
The maximum gross floor area (GFA) of a carriage house depends on the zoning of the parcel. The maximum GFA cannot be varied.

Zone	Maximum Gross Floor Area
RC1, RC2, RC3, RP1, R1, R1L, RU1, I6, CD1(C), CD1(E), CD3(A)	110 square metres (1,184 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less.
RU2, RU3, RU4, RU5, A1	140 square metres (1,506.9 square feet) or 75 per cent of the floor area of the principal dwelling, whichever is less
Parcels within the ALR	90 square metres (968.7 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less for parcels less than 40 hectares; or 140 square metres (1,506.9 square feet) or 75 per cent of the gross floor area of the principal dwelling, whichever is less for parcels greater than 40 hectares.

Max height of a Carriage House

Carriage houses can be a maximum of 8.0 metres* (26.4 feet) tall. Height is the vertical distance from grade 1.5 metres from the base of the wall to:

- The highest point of the carriage house, with a non-sloping roof (less than 4 per cent slope) or domed roof, or
- The midpoint of a carriage house with a sloping roof, measured as the distance between the uppermost eave, or top of wall, and the peak of a roof.



*A1 maximum height of 7.0 metres.

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Permit Requirements

Depending on your site conditions and development plans, you may require one or more of the following permits for the construction of a Carriage House.

Development Permit:

A **Development Permit** (DP) may be required for new construction or site alterations on parcels located within one or more DP areas: Hillside, Sensitive Terrestrial Ecosystem, Aquatic, and Wildfire. DP's ensure protection of people and/or the natural environment through hazard prevention during development.

Building Permit:

A **Building Permit** (BP) is required to verify that Provincially mandated Building Code requirements are met to ensure the safety of occupants. During the Building Permit process, you will need to ensure adequate servicing (water, sewer) is in place to accommodate a carriage house.

Road & Right of Way Usage Permit:

If you would like to create a new access/egress on your property in order to accommodate a carriage house you will need to apply for a **Road & Right of Way Usage Permit.** Road and Right of Way Usage Permits are required prior to starting construction in any City Right-of-Way.

Parking Requirements

One additional parking space/bedroom is required and must be provided within the boundaries of the parcel for which the carriage house will be located - unless when permitted by Section 4.4.1(a) of the Zoning Bylaw. Parking spaces must be a minimum of 2.75 m (9.0 ft) in width by 6.0 m (19.7 ft) in length, and tandem parking (one vehicle behind the other) may be permitted. A site plan identifying the location and dimensions of proposed parking is required to be submitted with your **Building Permit** application.

Can I design my Carriage House with a patio or deck?

Above ground patios – 0.6m (2.0) ft or higher, and roof top decks are not permitted for carriage houses, except where:

- the deck, balcony or roof top patio is located 6.0 m (19.7 ft) or greater from the adjacent property; or
- a solid screen with a minimum height of 2.0 m (6.6 ft) has been provided adjacent to any abutting low density residential development where the deck, balcony or roof top patio is located within 6.0 m (19.7 ft) of the adjacent property.

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What does it cost to permit & operate a Carriage House?

The potential permitting and related costs are indicated in the table below. Some of the fees are only applicable in certain areas and City Staff can assist in determining which fees apply to your permit costs. Please noted that construction and maintenance costs are not included.

Potential Permitting Costs	Related Cost (2025)
Development Permit	$1,110+
Building Permit	• Non-refundable fee (based on construction value): • $150+ • $10/fixture plumbing fee • 1.14% of construction value permit fee • $790+ water meter • $100 sanitary service connection
City Development Cost Charges (DCCs)	$70.35 per square meter of floor area
Municipal Highway Permit	$100
RDCO Development Cost Charges (DCCs)	• $2,584 East Trunk sewer • $4,608 sewage treatment plant
Approximate fees & DCCs of an $90,000, 90 m2 carriage house in the East Trunk area: $17,000	

Potential Operating Costs	Related Cost
Illegal Suites/Carriage House (Failure to comply with City's bylaws)	$500 daily fine
Utility billing (water, sewer, garbage) Carriage houses count as SFD equivalent Rates shown are totals for both carriage house and existing house	• $206.46 (City and RDCO) for sewer per quarter • $403.66 for Powers Creek and $401.18 for Rose Valley flat rate for water per quarter • $93.32 for garbage and recycling per quarter (see Fees and Charges Bylaw No. 0028)

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Frequently Asked Questions:

What if I live in a strata?

Bill 44 required changes to Zoning Bylaws to allow for additional density. Strata bylaws may still apply to your property, consult your strata corporation for more information.

I would like to use my Carriage House as a vacation rental or a Bed & Breakfast, is this permitted?

Short-Term Rentals (STRs) are permitted on parcels that contain a carriage house, providing the zoning designation allows for that use. Detailed information, including the application process and **Operator Guidebook**, can be found on the City of West Kelowna Website – **Business Licensing page**.

I'm only going to have family/in-laws stay in my Carriage House. Do I still need to get a permit?

All carriage houses, regardless of whether or not family members or in-laws are residing in them, are required to receive approval under the City's applicable permitting and registration program.

What is the permitting process and how long does it take?

The construction of a carriage house requires a Building Permit and may require a Development Permit. If both permits are required applications can run concurrently to reduce processing time; however, this process can take anywhere from 4-10 weeks.