



## Secondary Suite Removal Requirements

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Secondary suites are considered unlicensed unless the necessary Secondary Suite Licence and Building Permits have been obtained and an Accepted Final Inspection has been issued by the Township of Langley. If you choose not to licence a suite, it is in your best interest to remove the suite and take advantage of this space for your personal use. The added benefit is that you do not face any additional utility charges and do not need to obtain a Secondary Suite Licence.

A secondary suite may be removed in the following way:

**Remove the secondary cooking and laundry facilities and provide a connection between the removed secondary suite area and the remainder of the dwelling unit.**

- The property owner is required to apply for a building permit to decommission the secondary suite. There is no charge for this permit.
- All 220 volt appliances must be removed (stoves and clothes dryer). Associated power outlets and wiring must be removed / cut from the electrical panel and at each plug location.
- The mechanical kitchen HVAC equipment must be removed (hoods, fans, ducting, etc.).
- All upper kitchen cabinets must be removed.
- Lower kitchen cabinets are permitted to remain up to a maximum of 6 feet in length. A single bar sink is permitted to remain.
- The second set of laundry facilities must be removed. All associated plumbing facilities and laundry room fixtures must be cut and capped off within the walls.
- Remove the locks from doors between the suite and main dwelling. If the suite and the main dwelling unit are not connected by a door, a connection must be established.

A site inspection is required by the Permit, Licence, and Inspection Services Department when these works have been completed to verify the suite has been removed in accordance with the above listed criteria.

**More Information:**

Community Development Division  
Permit, Licence, and Inspection Services  
20338 – 65 Avenue, Langley V2Y 3J1  
604.533.6018 or [cdinfo@tol.ca](mailto:cdinfo@tol.ca)