



# Grow a Suite Grant Program



The Grow a Suite Grant Program is aimed at incentivizing the creation and legalization of secondary suites and carriage homes to increase secondary rental housing and bring unauthorized suites and carriage homes into compliance to increase Life Safety requirements. This Incentive was developed in alignment with our CMHC Housing Accelerator Fund (HAF) Action Plan, and HAF grant funding.

## Grant Overview

The Grow a Suite Grant provides eligible homeowners with a waived Building Permit Application Fee (ranging from \$150-\$500), and a grant of up to 25% of construction costs, or \$7,500, whichever is less, to support homeowners who create new, legal Secondary Suites or Carriage Homes.

## Timeline

The program will open **January 1<sup>st</sup>, 2026**, and continue until **December 31, 2027**, or until program funds are exhausted, whichever comes first.

For grant consideration, the homeowner must apply for a Building Permit on or after **January 1<sup>st</sup>, 2026** and prior to the deadline of **December 31<sup>st</sup>, 2027**.

Occupancy of the new dwelling unit must be issued by **June 30<sup>th</sup>, 2028**. Homeowners are encouraged to apply early to take advantage of this opportunity.

## Eligibility

- This program applies to properties with an existing dwelling that was completed before December 31<sup>st</sup>, 2024, for secondary suite applicants.
- The homeowner must sign an Owner's Declaration Form that declares the suite or carriage home will be available as a residential dwelling unit and not be decommissioned or utilized as a short-term rental, for a minimum period of 3 years.
- If the property is sold during the 3-year period following occupancy, the owner must notify future owners of the grant parameters.
- The maximum grant available per property is 25% of the construction value, up to a maximum of \$7,500.00.
- "Actual Construction Value" means the total current monetary worth of all construction work, including site preparation, design and consulting costs, labour and management, contractor fees and required building systems.



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## Application Process

To apply, homeowners must complete the steps below to verify their project meets all program and regulatory requirements.

1. Confirm your property and home meets the program and eligibility requirements.
2. Determine if a Development Permit is required.
3. Apply for Building Permit with a complete Grant Declaration Form
4. Receive City confirmation of program eligibility, and maximum applicable grant amount (based on 25% of eligible construction costs, up to a maximum of \$7,500)
5. Pick up your approved Building Permit and complete all construction and applicable inspections.
6. Request either Occupancy or Final Inspection.
7. Once Occupancy status has been issued, applicant will be required to notify by email to [dev.services@westkelownacity.ca](mailto:dev.services@westkelownacity.ca) to formally request grant funding allocation.

## Resources

Note that the City of West Kelowna has several Bulletins that further help provide an understanding of what is involved with creating and permitting Secondary Suites or Carriage Houses, to assist in your application process. These Bulletins can be found here at: [Bulletins - City of West Kelowna](#)

**For more information on the application process, please refer to our [Planning and Development - City of West Kelowna](#) page, or the [Building Permits and Inspections - City of West Kelowna](#) page.**



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## GROW A SUITE GRANT PROGRAM – DECLARATION FORM:

### APPLICANT INFORMATION

Owner  Owner's Authorized Agent (Owners Authorization Form Required)

Name:

Mailing Address:

City: Province: Postal Code:

Phone: Email:

### OWNERS DECLARATION

- I acknowledge that I, the owner(s) of the subject property confirm the information provided is accurate and correct.
- I confirm that the subject Carriage House or Secondary Suite cannot be operated or advertised as a short-term rental, or be decommissioned for a period of three years after Occupancy is issued.
- I acknowledge that failure to comply with the above condition will result in the revocation of the grant funding, and the full amount disbursed will be deemed an outstanding balance and applied to my property tax account.
- I confirm that the existing primary dwelling where a secondary suite is proposed to be located was completed prior to December 31<sup>st</sup> 2024.
- I acknowledge that grant funding for the Secondary Suite and Carriage House Creation and Legalization Incentive Program (Grow a Suite) is limited and therefore does not guarantee that funding will be available to support this project at time of application.
- I acknowledge that the proceeds of an approved grant will be applied through a property tax account credit. Any outstanding property taxes remaining after the due date (July 2<sup>nd</sup>) will be subject to applicable late penalties regardless of the Grow A Suite Grant status.

**Note:** The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and is subject to the Freedom of Information and Protection of Privacy Act. Any questions regarding this collection are to be directed to Legislative Services at 778-797-2250.

Owner's Name: (Print)

Owner's Signature: Dated: