



# Secondary Suite Incentive Program

Get up to \$40,000 toward building a new affordable rental suite in your home.

The Secondary Suite Incentive Program will help homeowners create new affordable rental housing in their communities. The program will provide a rebate in the form of a forgivable loan—a loan that does not need to be repaid if the homeowner follows the terms of the program. The rebate will provide up to \$40,000 for homeowners to convert part of their property into a new secondary suite.

Applications will open in April 2024 and will be available for at least 3,000 homeowners over three years. The program is part of the Government of B.C.'s plans to create more affordable housing in the province.

## How does the program work?

Homeowners who qualify will receive a forgivable loan of up to 50% of the cost of renovations, up to \$40,000. Recipients will receive their rebate in the form of a forgivable loan registered on title.

For the loan to be forgiven, the homeowner must:

- Continue to live in the home, and
- The suite must be rented out below market rates for at least 5 years

2023 rental affordability rates can be found at [bchousing.org/secondary-suite](https://bchousing.org/secondary-suite).

Detailed eligibility criteria and terms and conditions can be found at [bchousing.org/secondary-suite](https://bchousing.org/secondary-suite).

## Are you eligible?

The following summarizes homeowner and property eligibility for this rebate.



### Homeowners

- Registered owner(s) of the property
- Canadian citizens or permanent residents
- Live in the property as their primary home
- Combined gross annual income of homeowners on title of less than \$209,420 (in the previous tax year)



### Properties

- Located within one of the 161 incorporated municipalities in British Columbia
- Have a BC Assessment value below the homeowner grant threshold (\$2.125 million in 2023)



### Secondary Suite

- New legal self-contained unit with a kitchen and full bathroom (improvements to existing rental units are not eligible)
- Laneway homes/garden suites are eligible
- Received municipal building permits on or after April 1, 2023

## What costs are eligible?

Costs to be covered by the rebate must be directly related to the creation of the new secondary suite and include:

- Architectural and design fees
- Structural modification
- Electrical work
- Fixtures
- Appliances (50% of actual cost to a maximum of \$2,500)
- Building and trade permit fees
- Costs to obtain certificates, drawings and specifications directly related to eligible scope of work
- Materials related to the approved construction
- Contractor labour (not including work done by Applicant or any member of the Household)
- PST and GST

The following costs are not eligible:

- Extensions, conversions, repair or replacement of items for the homeowners
- Labour costs for work completed by the homeowner
- Landscaping costs

## Applications will be accepted starting in April 2024 – prepare to apply!

Applications will be approved on a first come, first served basis until annual funding is used up.

Take steps to determine your eligibility and apply for permits from your municipality now. If you are in the process of planning or constructing a secondary suite, applications will be considered if the building permit was received on or after April 1, 2023.

1

### Find out if you're eligible

Check eligibility online at [bchousing.org/secondary-suite](https://bchousing.org/secondary-suite) and review the detailed eligibility criteria

2

### Plan your project and prepare to apply

Check with your municipality to confirm if zoning allows for a secondary suite on your property, arrange for contractors and financing, and apply for a building permit, as required

3

### Gather documents and apply online

When applications open in April 2024, submit your online application through [bchousing.org/secondary-suite](https://bchousing.org/secondary-suite). You will need documents demonstrating eligibility (proof of residence and income) and a municipal building permit

4

### Receive approval and construct secondary suite

Once approval is received, complete construction of your secondary suite

5

### Submit occupancy permit and proof of construction costs

Once construction is complete an occupancy permit will be issued by your municipality. Submit the occupancy permit and proof of construction costs to receive the loan

6

### Rent out suite and maintain program requirements

Rent out your new secondary suite at an affordable market rent and the loan will be forgiven at 20% per year over five years when program requirements are met

## For more information

Visit [bchousing.org/secondary-suite](https://bchousing.org/secondary-suite)

Call **604-439-4727 (option 3)**

Toll free **1-877-757-2577 (option 3)**