



Secondary Suite Removal

Submit in person: City Hall, 3000 Guildford Way
Building Permits Division
Phone: 604-927-3441
or by email: permits@coquitlam.ca

Owner(s): _____

Address: _____

Telephone: _____

Date: _____

Secondary Suite Address: _____

Suite Removed (select one)

- 1. Cooking facilities removed
- 2. Locks from doors between suite and main dwelling removed

Comments: _____

If you have selected option number **1** or **2** from above you are declaring that the secondary suite has been removed. Reinstating an unauthorized secondary suite without proper permits may result in fines or other legal action.

Please note: You must apply for a suite removal by Dec. 1 to qualify for an adjustment in utilities in the following year.

Owner's signature: _____

Second Owner's signature: _____

Office Use Only:

Amanda System Updated: Tax Roll No. _____