



Strata Conversion Process | Duplex

Planning Department-Development Services Division

171 Main St. | Penticton B.C. | V2A 5A9

P: (250) 490-2501 | E: planning@penticton.ca

STRATA CONVERSIONS IN GENERAL: A strata conversion is sometimes referred to as, simply, “stratification”. The process outlined on this page refers, specifically, to duplex buildings, as they comprise the majority of our requests in Penticton. In instances where an application is being made for more than two units in a building, the process will be unique to that building and require direct communication with the Building and Permitting Manager. It will also be subject to a special Council Policy* that deals with multi-unit buildings (more than two). Strata conversions are regulated by the Provincial Government via the Strata Property Act. It is the City of Penticton’s duty to fulfill Provincial requirements when approving a strata conversion.

PRIOR TO APPLICATION : It is the applicant’s responsibility to understand the strata conversion process in its entirety. As part of the Strata Property Act legislation, all newly approved stratified dwellings must **substantially conform** to the Province’s most recent building code. As such, significant costs are sometimes incurred in the process of a strata conversion. A list of items that often require updating is included in this Strata Conversion application package; this list is contained within the “Building Bulletin: Strata Conversion Requirements”. Additional costs are incurred during the strata survey portion referred to in Step 4 below. **Staff suggest that prospective applicants schedule a pre-application meeting to discuss their application prior to detailed plans being prepared.**

1	<p>SUBMIT APPLICATION</p> <p>Only complete applications will be accepted. Once the application is deemed complete and the application fee has been submitted, the application will be assigned to a Planner for review. Fees include the Strata Conversion fee and the Building Inspection fee.</p>	START	4	<p>SUBMIT STRATA PLANS</p> <p>Once all remedial works are complete, and a Building Inspector has provided the Planning Department with notice of completion, the applicant will be required to provide a survey strata plan from a registered BC Land Surveyor.</p>	WEEKS 3-13
2	<p>BUILDING INSPECTION</p> <p>All buildings wishing to stratify must meet substantial conformance to the Province’s most recent building code. This can mean significant costs for the applicant. In order to assess the building’s level of conformance a City of Penticton Building Inspector will inspect the property and provide the applicant with a list of deficiencies.</p>	WEEKS 1-2	5	<p>COMPREHENSIVE REVIEW AND REPORT WRITING</p> <p>Once the Planner has received all applicable documentation, he or she will compile the information and write a report to the City’s Development Officer.</p>	WEEKS 4-14
3	<p>REMEDIAL WORKS</p> <p>After the building inspection, if the applicant decides to move forward with the strata conversion, all remedial works, as mentioned in the inspector’s report, will need to be completed. All remedial works require a building permit. The amount of required works and the applicant’s ability to complete the works will greatly vary the amount of time this step takes to complete.</p>	WEEKS 2-12	6	<p>DEVELOPMENT OFFICER CONSIDERATION</p> <p>The Development Officer is mandated by the Provincial Government to consider the life expectancy of the building, projected major increases in maintenance costs due to the condition of the building and other relevant matters. The Development Officer will rely heavily on the Building Inspector’s report for comfort that the building is in a satisfactory state for stratification and potential future sale. Once the Development Officer approves the strata conversion, the applicant will be able to register the strata with Land Titles.</p>	WEEKS 6-16

PLEASE NOTE:

- Processing times vary depending on the complexity of the project and the volume of applications being considered by the Department.

*For office use only: 1490-09 Forms Management\Planning\Applications & Packages\Current Apps & Pkgs\Strata\Conversion