

Review this checklist before starting the Secondary Suite Incentive Program (SSIP) application. An application cannot be completed and submitted until supporting documents are uploaded.

**Important:**

- Please save each document separately
- File must be in one of the following file types: PDF, TIF, TIFF, JPG, PNG, JPEG and cannot be more than 10MB

**Documents Required****Building Permit:**

- ☐ Building Permit dated on or after April 1, 2023, issued by a SSIP [eligible municipality or Regional District](#).

**Construction Cost:**

- ☐ Estimated costs for the secondary suite (contractor quotes, invoices, or other documents). Do not include any labour costs where the labour will be completed by the homeowner or household members. Any costs for appliances must be included separately.

**Identification for each Homeowner\*:**

- ☐ Government issued ID (Drivers License, BC Services Card); or
- ☐ Canadian Passport

\*Not required for the person applying online if they are the main homeowner submitting the application. Identification will be verified through the BC Services Card login. Required for any additional homeowners on title of the property.

**Income Information for each Homeowner:**

- ☐ Current Income Tax Notice of Assessment from Canada Revenue Agency; or
- ☐ Proof of non-taxable income

**Proof of Principal Residence for each Homeowner\*:**

- ☐ Government issued ID with address (BC Drivers License, BC Services Card); or
- ☐ Utility Bill (within the past 3 months); or
- ☐ Latest Home Owner Grant Application; or
- ☐ Most recent year's income tax return; or
- ☐ ICBC Insurance documents

\*Not required for the person applying online if they are the main homeowner submitting the application. Proof of residency will be verified through the address provided by the BC Services Card login. Required for any additional homeowners on title of the property.

**Status in Canada for each Homeowner:**

- ☐ Canadian Birth Certificate; or
- ☐ Canadian Passport; or
- ☐ Record of Landing (IMM1000); or
- ☐ Canadian Citizenship Card/Certificate; or
- ☐ Confirmation of Permanent Residence; or
- ☐ Permanent Resident (PR) Card; or
- ☐ Other document(s) confirming Permanent Residency in Canada

**Authorized Delegate – Letter of Authorization (if applicable):**

Required if the person completing the application is not a homeowner registered on title of the property. Acceptable proof includes one of the following:

- ☐ SSIP Authorized Delegate form, signed by all homeowners registered on title of the property; and/or
- ☐ Power of Attorney documents.