

## Application to License a Secondary Dwelling Unit

Application Information				
Name of Applicant/Agent:				
Street Address:			City:	Postal Code:
Telephone No:	Email Address:			
Name of Owner(s) if different from Applicant/Agent:				
Street Address:			City:	Postal Code:
Telephone No:	Email Address:			
<b>Location</b>				
Municipal Address of Dwelling to be Registered:				
Roll No.	Lot:	Concession:	R-Plan	Part/Block:
<b>Purpose of Application</b>				
Check off the purpose of the proposed transaction: <input type="checkbox"/> Recognize existing secondary dwelling unit <input type="checkbox"/> Creation of a secondary dwelling unit				
<b>Unit Information</b>				
Unit Type:		Size of Dwelling: _____ sq m or _____ sq ft		
New	Existing	Size of Secondary Unit: _____ sq m or _____ sq ft		
Unit Location:				
Basement	Main Floor	Stand-alone Unit		
Second Floor	Accessory Structure (specify): _____			
Number of parking spaces (also show on Site Plan):				
<b>Declaration of Applicant or Authorized Agent</b>				
The following declaration must be signed by the applicant or agent				
I, _____ declare that the information contained in this application, attached schedules, plans and documentation is true to the best of my knowledge.				
Signature: _____			Date: _____	

## Secondary Dwelling Units

### A Guide to Developing Secondary Dwelling Unit

#### What is a secondary unit?

A secondary unit is a self-contained accessory living space consisting of a bedroom(s), a bathroom and kitchen, developed within an existing main dwelling, within an accessory structure or as a stand-alone unit. Other common names for a secondary unit are “garden suites”, “in-law suites”, “basement apartments”, etc.

A secondary unit must meet residential zoning requirements, occupancy standards, health and safety requirements and fire and electrical code requirements. Separate access is required for a secondary unit and both parking and a private amenity space must be provided.

When applying for a secondary unit, the following items are required:

- Site Plan – a drawing showing the property and all of the structures with distances shown between any structures and the lot lines.
- Floor Plan – a drawing of the second unit as it would look if it were cut horizontally a few feet above the floor. One floor plan is required for every storey or level of the main house, accessory structure or stand-alone secondary unit affected by the new construction. This plan must also show details such as size, type and location of exterior and interior walls, as well as partitions.
- Elevations - A drawing showing the exterior of the main dwelling, accessory structure or stand-alone secondary unit affected by new construction. Each elevation is identified according to the direction it faces and must include overhangs, roof shape and eaves.
- Section Details – A drawing showing what the house would look like if it were cut through vertically. This drawing must show details such as footings, foundations, walls, floors and roof and must be drawn to scale.
- Electrical Safety – Building permits do not cover electrical safety codes. You must contact the Electrical Safety Authority and arrange for an inspection of any change to electrical services or wiring that occurs during construction of a second suite.

Building Permit – The secondary unit must comply with the Ontario Building Code and there is a fee associated with each permit and the fee varies depending on the scale of the secondary unit.

## Fees

\$250.00 for registration fees

Building Permit fees

## General Rules about Secondary Dwellings

- Secondary units are only permitted on General Residential, Hamlet Residential, Rural Residential and Rural properties and must be a minimum of 300 feet from water;
- Only one secondary unit is permitted on each lot;
- The secondary unit must be clearly subordinate, or accessory, to the main residence;
- Off street parking must be provided;
- Secondary unit must be located within 100 feet (30 metres) of the main residence;
- A private amenity space, situated outdoors, is required to be a minimum of 80.7 square feet (7.5 square metres) and can be in the form of a balcony, deck or patio;
- A secondary unit is not permitted in a mobile home or tourist vehicle.