



SECOND SUITE STEP GUIDE

BUILDING SERVICES DIVISION

To **CONSTRUCT** a new Second Suite you must complete the following steps:

- Submit a written statement of the date your original home was built
- Submit a completed 'Application for a Permit to Construct'
- Submit a completed 'Schedule 1: Designer Information'
- Submit a completed 'Schedule 2: Sewage System Installer Information' if the home is serviced by a private septic system
- Submit a completed 'Applicable Law Declaration' if the construction involves exterior work or an addition
- Submit a completed 'Plumbing & Drain Declaration' if the construction involves plumbing or drain work
- Submit two legal survey copies of your lot showing, to scale, your home and three parking spaces
- Submit two sets of Architectural / Structural (if relevant) / Mechanical / Electrical plans in compliance with the 'Ontario Building Code' (SEE GUIDE TO THE BUILDING CODE)
- Submit a professional septic review report, if the home is serviced by a private septic system, for adequacy or required expansion
- Submit the appropriate building fees
- Obtain a stamped Town reviewed set of building plans and post the 'Building Permit' card
- Obtain the required building inspections and final Building Division report
- Submit a completed application for a 'Second Suite' registration with the Clerk's Department along with:
 - Bring the original copy of the final Building Division report
 - Obtain & bring the original copy of an acceptable 'Electrical Safety Authority' compliance report
 - The registration fee
 - Obtain a 'Second Suite Registration Certificate' (YOU CAN NOW RENT YOUR SECOND SUITE)

To **LEGALIZE** an existing Second Suite you must complete the following steps:

- Submit a written statement of the date your original home was built
- Submit a written statement of the date your existing Second Suite was built (see the **Fire Department** if your Second Suite was created on or earlier than 14 July 1994, because different requirements apply)
- Submit a written report from an insured Professional (Architect / Engineer / Qualified Designer) on your existing Second Suite confirming compliance with Architectural/Structural/Mechanical/Electrical work of your home to the Ontario Building Code and list all recommendations to bring the Second Suite into full conformity with the law
- Submit a completed 'Application for a Permit to Construct' (regardless of whether construction work is required or not)
- Submit a completed 'Schedule 1: Designer's Information'
- Submit a completed 'Schedule 2: Sewage System Installer Information' if the home is serviced by a private septic system
- Submit a completed 'Applicable Law Declaration' if the existing construction involved exterior work or an addition
- Submit a completed 'Plumbing & Drain Declaration' if the existing construction involved plumbing or drain work
- Submit two legal survey copies of your lot showing, to scale, your home and three parking spaces
- Submit two sets of Architectural/Structural(if relevant)/Mechanical/Electrical Plans in compliance with the Ontario Building Code (SEE GUIDE TO THE BUILDING CODE)
- Submit a professional septic review report, if the home is serviced by a private septic system, for adequacy or required expansion
- Submit the appropriate building fees (doubled for existing without a permit)
- Obtain a stamped Town reviewed set of building plans and post the 'Building Permit' card
- Obtain the required inspections and final permission
- Submit a completed application for a 'Second Suite' registration with the Clerk's Department along with:
 - Bring the original copy of the final Building Division report
 - Obtain & bring the original copy of an acceptable 'Electrical Safety Authority' compliance report
 - The registration fee
 - Obtain a 'Second Suite Registration Certificate' (YOU CAN NOW RENT YOUR SECOND SUITE)