

Appendix 2 – Secondary Unit Registration Process

- Registration is administered by the Building Division. Secondary unit tracking could be done through the building permit process, but it wouldn't capture approved units that are exempt from building permits.
- There is no fee to register a second unit. However, there may be other fees associated with the second unit such as building permit and fire inspection fees, cost of renovation, preparation of design documents and drawings.
- Upon the acceptance of the application form (which needs to be accompanied by the specified drawings/plans), the applicable inspections will be carried out by Fire & Building Inspectors.
- The second unit must comply with the Ontario Building Code, Ontario Fire Code and the Zoning By-law. Units built prior to July 14th, 1994 only need to comply with the Ontario Fire Code.
- If no additional work is required to legalize the existing accessory apartments created after July 15th, 1994, a change of use permit (in accordance with part 10 of the OBC) must be obtained.
- Once a two-unit house is registered, the Fire Department commences the cycle of Ontario Fire Code inspections.
- Existing second unit licence holders who obtained their licence under the old "Licensing" system before March 30, 2016 will be automatically registered.
- The City publishes the Second Units Registry List and includes a built-in mechanism for reporting illegal units.