

How is an application made?

Applications can be downloaded from the Town's website or are available at the Town Office. Submit the completed application form and fulfill all requirements on the relevant submission checklist. Applications for new and existing Secondary Suites can be submitted with payment (cheque) to the Midland Fire Department at 550 Bayshore Drive.

How much will it cost to Register a New Secondary Suite?

- Registration fee is \$100.00+HST. If additional inspections are required, the fee is \$85+HST.
- Building Permit fees are \$3.34 per square metre with a minimum fee of \$116.90 and a maximum fee of \$267.20 based on unit area.

How much will it cost to Register an Existing Secondary Suite?

The fees to legalize a Secondary Suite are waived for a one (1) year period. The 'Grace Period' is in effect from May 1, 2010 until April 30, 2011.

Costs associated with bringing the Secondary Suite into compliance with the Ontario Building Code and/or the Ontario Fire Code are at the expense of the owner.

Resources:

Before submitting an application, familiarize yourself with the relevant regulations. Documents to review include:

- Zoning By-law 2004-90, as amended
- Secondary Suites By-law 2010-31
- Registry By-law 2010-32
- Building Permit process

For more information about the registration process, the Secondary Suite Registration Application or a copy of the By-laws, go to the Town's website at: www.midland.ca



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TOWN OF MIDLAND



Guide to Secondary Suites

This information is meant to serve as a guide if you are planning on developing or legalizing a Secondary Suite.

For more information, please call the Fire Department at (705) 526-4279.

April 2011

What is a Secondary Suite?

A Secondary Suite is a self-contained dwelling unit located within a single detached house (secondary to the principal residence). Secondary Suites by definition have independent cooking, sleeping, and bathing facilities and direct access to the outside.

Where are Secondary Suites allowed?

Secondary Suites are allowed in Residential Zones R1, R2, R3, R4, R5, and RU only within single detached dwellings.

Is an Application required?

Yes, an application to register an existing Secondary Suite, under By-law 2010-32, is required. When constructing a new Secondary Suite, an application for a Building Permit is also required.

Zoning regulations for Secondary Suites

- One suite per detached dwelling.
- Suites must have a separate entrance door or a single entry door providing access to an enclosed shared landing area.
- The floor area of the secondary suite must be a minimum of 35 square metres but not exceed 45% of the total floor area of the single detached dwelling, to a maximum of 80 square metres in floor area, whichever is less.
- Must provide one (1) parking space per dwelling unit, in accordance with the Zoning By-law.

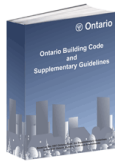


Ontario Fire Code

The Ontario Fire Code applies to units in existence on July 14, 1994.

Section 9.8 of the Ontario Fire Code sets out minimum provisions for fire safety in **existing** residential buildings which contains two existing dwelling units.

- Fire Separation Standards
- Means of Egress
- Electrical Safety Authority
 - ◊ General inspection required and proof provided to the Fire Department
 - ◊ Fee payable by Owner



Ontario Building Code

The Ontario Building Code applies to all units created after July 14, 1994.

The Ontario Building Code sets out requirements for all buildings and dwelling units. They include the following:

- Fire Separation
- Fire Alarms
- Room height and size
- Window Size
- Plumbing
- Electrical and Lighting

A Building Permit is required for the addition of any **new** Secondary Suite or to bring an existing Suite into compliance.

Who can submit an application for a Secondary Suite?

The owners of an existing or proposed Secondary Suites must register the Secondary Suite.

When a dwelling with a Secondary Suite is sold, the new owner is required to renew the Secondary Suite Registration.

Registration Process

Every dwelling unit in the two-unit house shall be inspected and in compliance with the applicable standards from:

- The Town's Zoning By-law, as amended
- The Ontario Building Code, where applicable
- The Ontario Fire Code, where applicable
- The Town's Property Standards By-law, as amended

To register a **new** Secondary Suite, complete the Application form and submit along with the required documentation:

- Property Sketch
- Floor Plan Sketch
- Electrical Safety Authority (ESA)

To register an **existing** Secondary Suite, complete the Application and submit with acceptable proof (one of the following: a) building permit, b) affidavit of owner at time, c) rent cheques/receipts, or d) third party affidavit (tenant/neighbour).