

# **TWO-UNIT DWELLING REGISTRATION BULLETIN**

## **IMPORTANT NOTICE**

(December 21, 2018)

### **REVISED APPLICATION PROCESS**

**Effective January 14, 2019, the Two-Unit Dwelling Registration and Building Permit application processes will be consolidated into a single application stream.**

**The new process for registering a second unit will require:**

**1. Pre-application review and verification of Zoning Compliance (at the counter):**

- a. Only one second unit is permitted in a two-unit dwelling.
- b. A total of 3 parking spaces measuring 2.6m x 5.4m must be provided entirely on the subject property.
- c. The second unit must be smaller in size than the principal dwelling unit.
- d. The entrance to the second unit can be located in the side or rear yard, as long as there is a 1.2 metre unobstructed path of travel to the principal entrance located entirely on the subject property. Landings serving a second entrance must be less 0.6m above ground level and are limited to a maximum length and width of 0.9m. Steps shall be provided at the front and rear of the landing.
- e. Second units are not permitted on lands zoned Open Space, Floodplain or within the area identified as the Downtown Floodplain Regulation Area.

**2. Application for Registration and Change of Use Building Permit (concurrent review):**

Submission requirements include:

1. A completed Application for Registration and Change of Use Building Permit, Two-Unit Dwelling
2. Payment of Full Registration Fee (\$700 for owner occupied or \$1200 for investment property).
3. Legal survey of the property
4. Three Complete Sets of the following drawings, prepared in accordance with generally accepted architectural and engineering practices
  - Fully dimensioned Site Plan, including:
    - building setbacks
    - setback from the side lot line to any side yard entrance into the second unit (show landings and stairways, including setbacks)
    - location of air conditioning units, projections or accessory structures in the side yards
    - driveway length, width and configuration

- Scaled Floor plans for each level of the house, including:
  - designated use of each room
  - all room or space dimensions, including ceiling heights
  - all window and door locations and sizes
  - elevation drawings for any new window or door openings in exterior walls, or existing openings to be used as an exit
  - location of all HVAC elements and duct-type smoke detectors within the air handling system
  - location of all plumbing fixtures, water meter, proposed new automatic sprinkler heads and control valve(s)
  - water distribution piping schematic for the basement
  - completed water pipe sizing & data sheet for house with two dwelling units
  - location of electrical outlets and their control switches, interconnected smoke alarms and battery powered emergency lighting units

**Note: Payment of the building permit fees will be required prior to permit issuance.**

### **3. Complete Construction and Call for Inspections**

Once a building permit has been issued for the creation of a second unit, construction and/or required upgrades may be initiated to achieve compliance with the Ontario Building Code. For more information about construction requirements for second units, visit [www.brampton.ca/building](http://www.brampton.ca/building).

Inspections must be completed by Building Division staff after each stage of construction, as required by the Building Code. Once all inspections are completed, an Occupancy Permit will be issued. You will need this Occupancy Permit to finalize registration.

### **4. Electrical Safety Code Compliance**

A separate permit may be required for existing, new or modified electrical installations. For information about the Electrical Safety Code or permit requirements, contact the Electrical Safety Authority (ESA). Verification of compliance with ESA requirements is needed to finalize registration.

### **5. Finalize Registration**

After all inspections have been completed and an Occupancy Permit has been issued, the registration process must be finalized for the second unit to be legally registered.

Final registration requires:

- Occupancy permit
- Electrical Safety Authority (ESA) inspection report
- Verification of homeowner's insurance for a two-unit dwelling

***Additional information, including the new application form and submission details will be available in the new year.***