



# Contacts

## For more information on Brampton's two-unit dwelling (second unit) registration program:

Website: [www.brampton.ca/secondunits](http://www.brampton.ca/secondunits)

Phone: 311 (within Brampton) or 905.874.2090 (outside Brampton)

In person: City of Brampton Building Division  
8850 McLaughlin Road, Unit 1 (Flower City Community Campus)  
Monday to Friday, 8:30 am - 4:30 pm

Email: [twounit.zoning@brampton.ca](mailto:twounit.zoning@brampton.ca)

## Other contacts

Ontario Association of Certified Engineering Technicians and Technologists  
[www.oacett.org](http://www.oacett.org)  
416.621.9621

Electrical Safety Authority  
[www.esasafe.com](http://www.esasafe.com)  
1.877.ESA.SAFE (372.7233)

Insurance Bureau of Canada  
[www.ibc.ca](http://www.ibc.ca)  
1.800.387.2880

Professional Engineers Ontario  
[www.peo.on.ca](http://www.peo.on.ca)  
416.224.1100

Ontario Association of Architects  
[www.oaa.on.ca](http://www.oaa.on.ca)  
416.449.6898  
Toll free 1.800.565.2724

Association of Architectural Technologists of Ontario  
[www.aato.ca](http://www.aato.ca)

Ontario 1 Call (Call before you dig)  
[www.on1call.com](http://www.on1call.com)

Association of Ontario Land Surveyors  
[www.aols.org](http://www.aols.org)  
416.491.9020  
Toll free 1.800.268.0718

# Second Units

## A guide for homeowners in Brampton



## About Second Units

Second units provide an affordable housing option for many people in Brampton. A second unit is a self-contained residential unit located within a house. It may be in any part of the house, including the basement.

You may also see second units referred to as:

- Basement apartments
- Two-unit dwellings
- Granny flats
- In-law suites

Subject to zoning requirements and restrictions, second units are permitted in detached, semi-detached and townhouse dwellings in Brampton. In order to be legal, second units must be registered with the City of Brampton.

This guide has been created to help Brampton homeowners through the process of building and registering a safe, legal and livable second unit. For more detailed information, visit [www.brampton.ca/secondunits](http://www.brampton.ca/secondunits).

## Why does my second unit need to be registered?

These policies are intended to make second units safe, legal and livable. Completing the one-time registration process ensures a second unit meets all requirements under the Ontario Building Code or Fire Code, Electrical Safety Authority and local Zoning By-law.

A registration system also helps the City identify the location of second units and provide the unit with its own municipal address. This information is shared with Brampton Fire; in case of emergency, they will know there is a second unit in your house before they even arrive. This can save precious seconds in a life-or-death situation.



*If there are any differences between this guide and the formal regulations and by-laws, the formal regulations will apply.*

## Verify Zoning By-law Compliance

In order for a property to be eligible for registration of a second unit, it must be able to comply with the following Zoning By-law requirements:

- 1. Only one second unit is allowed in a two-unit dwelling.**
  - Lodging houses and homes that are capable of being used for more than two dwelling units are not permitted.
- 2. The second unit must be smaller in size than the main dwelling unit.**
- 3. At least one additional parking space must be provided for the second unit, in addition to the parking required for the main unit.**
  - A total of three parking spaces will be required.
  - All parking spaces must be located entirely within the property boundaries (not on the street or any portion of the boulevard) and may include spaces within the garage and/or tandem parking spaces.
  - Required parking spaces must measure at least 2.6 metres wide by 5.4 metres long.
  - The overall driveway width may not exceed the maximum width permitted by the by-law.
- 4. 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 main entrance.**
  - The path of travel must be located entirely on the subject property.
  - Access to the second unit may also be provided from inside the garage or through a common vestibule inside the house.
  - The location of the second unit entrance, as well as any associated stairs and landings, must also comply with all other requirements and restrictions of the by-law and the zoning that applies to the property.
- 5. Second units are not permitted on lands zoned Open Space, Floodplain or within the area identified as the Downtown Floodplain Regulation Area.**

*Second units that have been previously declared Legal Non-Conforming by the City do not need to comply with the zoning requirements noted above. The registration process for recognized Legal Non-Conforming two-unit dwellings will differ from the process outlined in this guide.*

## Registration Process (to be completed within 18 months)

Creating a second unit requires compliance with the Zoning By-law and the Ontario Building Code. Compliance with these minimum standards for health and safety will ensure appropriate:

- Exiting
- Smoke and fire containment
- Early warning systems
- Safe drinking water and sanitary facilities

### Step 1: Apply for registration and building permit for the creation of a two-unit dwelling

Submission requirements include:

1. A completed Application for Registration and Change of Use Building Permit, Two-Unit Dwelling
2. Payment of registration fee
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)
    - 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 metre, proposed new automatic sprinkler heads and control valve(s)
    - water distribution piping schematic for the basement
    - completed water pipe sizing and 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

### Step 2: Complete construction and call for inspections

Once you have received your building permit for the construction of a second unit you may begin construction and/or make any upgrades required to comply 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 done 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. **Occupying the new dwelling unit before registration is completed is a violation of the registration by-law.**

#### 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.**

### Step 3: Finalize registration

After all inspections have been completed and you have received an Occupancy Permit, you should finalize registration within 18 months in order for the second unit to be legally registered.

You are required to submit the following for final registration:

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

#### Insurance

As a landlord, it's important that you have proper home insurance coverage. According to the Insurance Bureau of Canada, if something were to happen – such as a fire in your second unit – and your insurance provider is unaware that you have a tenant living there, your policy could be voided. As part of the registration process, you will be required to provide verification of insurance, including the name of your insurance company and the policy number.

