

Application To Register A Secondary Dwelling Unit

This form is authorized under City of Greater Sudbury Registration of Secondary Dwelling Unit By-law 2017-14

For use by Registrar			
Application number:		Permit Number:	
		Fire Retrofit Reference:	
Date received:		Roll number:	
A. Project information			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
B. Primary Dwelling Unit Information			
Is the Primary Dwelling Unit: ☐ New ☐ Existing		Size of Primary Unit (m ²):	
Type of Dwelling Unit: ☐ Single detached dwelling ☐ Semi-detached dwelling ☐ Row dwelling ☐ Street townhouse dwelling			
C. Secondary Dwelling Unit Information			
Is the Secondary Dwelling Unit: ☐ New ☐ Existing		Size of Secondary Unit (m ²):	
Location of Unit: (within Primary Dwelling) ☐ Addition ☐ Basement ☐ First Floor ☐ Second Floor ☐ Other: _____		Accessory Structure: ☐ New ☐ Existing Type of Accessory Structure: ☐ Detached Garage ☐ Shed ☐ Mobile Home (RU,A,RS only) ☐ Other: _____	
C. Applicant			
Applicant is: ☐ Owner or ☐ Authorized agent of owner			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	
D. Owner (if different from applicant)			
Last name	First name	Corporation or partnership	
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax ()	Cell number ()	

E. Required Schedules

i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.

F. Completeness and compliance with applicable law

i) This application meets all the requirements of Registration of Secondary Dwelling Units By-law 2017-14. Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation to be paid when the application is made.	☐ Yes	☐ No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law.	☐ Yes	☐ No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law which enable the chief building official to determine whether the proposed registration will contravene any applicable law.	☐ Yes	☐ No
iv) The proposed building, construction or demolition will not contravene any applicable law.	☐ Yes	☐ No

I. Declaration of applicant

I _____ declare that:
(print name)

1. The information contained in this application, attached schedules, and other attached documentation is true to the best of my knowledge.
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of applicant

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and in accordance with By-law 2017-14, a By-law (Registration by-law) and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the Director of Building Services/Chief Building Official, 705-674-4455, extension 4278.