

Requirements for an Existing Apartment in a House (Second Dwelling Unit)

1. Please contact Compliance and Licensing Section at (905) 896-5655 and request an inspection. *A Request to Inspect form and inspection payment are required prior to the inspection being performed.*

Please note that the execution of the fully completed Affidavit form must be Commissioner by Lawyer Entitled to Practice Law In The Province of Ontario prior to its return to the Compliance and Licensing Section.

In addition to an Affidavit and consent to enter, **please provide a copy of two or more of the following supporting documents**, one of which is a financial document: (check all appropriate):

- ☐ Copy of MLS Real Estate Listing Documenting existence of second kitchen, basement apartment or the second dwelling unit prior to November 16th, 1995.
- ☐ Copy of Lease Agreement or other written documentation confirming the existence of the tenancy entered prior to November 16, 1995.
- ☐ Copies of receipts for rent (from the landlord-owner or tenant) or copies of cancelled cheques (from the tenant) for the period prior to November 16, 1995.
- ☐ Copy of the landlord-owner's 1995 Income Tax Return with the required Statement of Rental Income for the relevant period prior to November 16, 1995.
- ☐ Copies of invoices for work or repairs completed at the two unit house prior to November 16, 1995.
- ☐ Copy of any Assessment Roll or Notice of Property Valuation confirming the occupants of the building, including particulars of any tenant(s) prior to 1995.
- ☐ Copy of any Building Permit issued for renovations to install an accessory apartment obtained on or before May 22, 1996.
- ☐ Proof of attendance of Fire Department officials to conduct an inspection of the dwelling, i.e. itemization of work required, etc., before November 16, 1995.
- ☐ Mortgage documents and/or home owner's insurance policy indicating existence of the tenant occupied second dwelling unit prior to November 16th, 1995.
- ☐ Hydro Inspection Certificate, issued prior to November 16th, 1995.

Compliance and Licensing Staff will check and enforce:

1. Existence of the Second Dwelling Unit
2. Nature of Sanitary System
3. Carbon Monoxide, and Smoke Detectors (each floor)
4. Number of Parking Spaces (including driveway and garage)

If the existing second dwelling unit is a permitted use, the owner will be notified. Building Inspections and Fire Prevention will also be notified to ensure compliance with the *Ontario Building Code*, and the *Ontario Fire Code*.

2. Arrange an inspection date

This inspection by the Compliance and Licensing Section is required **before** any inspections can be conducted by Fire Prevention and/or any Building Permit applications can be submitted. Where a Compliance Letter is requested a fee of \$250.00 is required, Tax included.

3. Canada Customs and Revenue Agency

Every Second Dwelling Unit which is deemed illegal or exempt from Prosecution under the provisions of the *Land Use Planning and Protection Act* will be reported to Canada Customs and Revenue Agency, Toronto West Tax Services Office, Investigation Division.