

**Process to Register Secondary Dwelling Units**

The process to have a secondary dwelling unit is meant to be as easy as possible. Converting existing dwelling units and constructing new secondary dwelling units is a right in most residential zones in the City, and the City encourages legal secondary dwelling units. The most important aspect is the units are being constructed to provide the adequate level of health and safety for the potential occupants of the secondary dwelling unit.

The City recognises that some existing units were constructed illegally and may not meet code. The City will work with applicants, but the most important aspect is the health and safety of future occupants and compliance with the building and fire codes.

Each proposed secondary unit may be a little different because of the type of construction, location of the secondary dwelling unit, and the built form of the existing dwelling.

**Process-**

**Step One- Planning-**

The property owner will need to consider where they want to located the proposed secondary dwelling unit. The secondary dwelling unit may be built within the main dwelling, be built as an addition to the main dwelling unit, an existing accessory structure may be converted, or a new accessory structure can be constructed.

During this stage the property owner should draw a site plan to illustrate the location of the existing buildings, proposed buildings, and entrances for the secondary dwelling unit, and how the site can accommodate the parking spaces.

**Step Two- Evaluation-**

The property owner should ensure their vision of their secondary dwelling unit will meet the requirements of the building code. If the property owner has knowledge of the building code they should ensure their will be no major issues to bring the existing or new unit into compliance with the building code. If the owner does not have knowledge of the building code they should hire a small building designer to review the concept and ensure there are no major concerns with meeting building code.

**Step Three- Consult with the City-**

The proponents are encouraged to discuss their proposal with the City’s Planning and Building Services Department to ensure there are no major issues with their proposed secondary dwelling unit. The City can advise of certain requirements of the building code or regulations that must be met to have a secondary dwelling unit.

**Step Four- Design-**

The proponent or their designer must prepare drawings, a site plan and submit a building permit to the Building Department.

The City’s Building Department will review the application and drawings, the Building Department will then issue a building permit along with a schedule of inspections. The cost of the building permit will depend on the size and amount of work required.

**Step Five- Construction**

Once the building permit has been issued, the construction of the secondary dwelling unit can begin. The building permit will outline the required inspections the City’s Building Official will need to be completed. It is the responsibility of the home owner or their contractor to set up the appropriate times the inspector will come to the site.

**Step Six- Registration**

Once the Building Department has provided the construction with the final occupancy permit, the building department will forward this onto the Planning Department who will then place the property on the Secondary Unit Registry and your unit will remain on the registry for future sales or tenants.