



The Corporation of the City of North Bay  
200 McIntyre St. East  
North Bay, ON P1B 8V6

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## SECONDARY DWELLING UNIT PERMIT APPLICATION CHECKLIST

**Permit Fee: \$11.23 per \$1000.00 of Construction Value. Minimum fee of \$765.00.**

- Application to Construct or Demolish
- Schedule 1: Designer Form
- Owner's Consent Form (Required if Applicant is NOT Owner)
- Application to Register Secondary Dwelling Unit
- Construction Drawings – Including, but not limited to:
  - Existing Conditions & Proposed Scope of Work
  - Life Safety Elements
  - Window Sizes, Room Sizes & Ceiling Heights
  - Fire Separations and SB-3 Proposals
  - Fully Dimensioned
- Site Plan – Including, but not limited to:
  - All Property Lines & Associated Dimensions
  - All Structures on Property
  - All Parking Spaces & Associated Dimensions

For the required construction drawings it is advisable that you obtain the assistance of a Registered BCIN Designer to complete the drawings. If you own the property, and it is only two units you are allowed to complete your own drawings if you can provide all of the necessary information.