

# 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:	
<b>A. Project information</b>			
Building number, street name		Unit number	Lot/con.
Municipality	Postal code	Plan number/other description	
<b>B. Primary Dwelling Unit Information</b>			
Is the Primary Dwelling Unit: <input type="checkbox"/> New <input type="checkbox"/> Existing		Size of Primary Unit (m <sup>2</sup> ):	
Type of Dwelling Unit: <input type="checkbox"/> Single detached dwelling <input type="checkbox"/> Semi-detached dwelling <input type="checkbox"/> Row dwelling <input type="checkbox"/> Street townhouse dwelling			
<b>C. Secondary Dwelling Unit Information</b>			
Is the Secondary Dwelling Unit: <input type="checkbox"/> New <input type="checkbox"/> Existing		Size of Secondary Unit (m <sup>2</sup> ):	
Location of Unit: (within Primary Dwelling) <input type="checkbox"/> Addition <input type="checkbox"/> Basement <input type="checkbox"/> First Floor <input type="checkbox"/> Second Floor <input type="checkbox"/> Other: _____		Accessory Structure: <input type="checkbox"/> New <input type="checkbox"/> Existing  Type of Accessory Structure: <input type="checkbox"/> Detached Garage <input type="checkbox"/> Shed <input type="checkbox"/> Mobile Home (RU,A,RS only) <input type="checkbox"/> Other: _____	
<b>C. Applicant</b> Applicant is: <input type="checkbox"/> Owner    or <input type="checkbox"/> 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 (    )
<b>D. Owner (if different from applicant)</b>			
Last name		First name	Corporation or partnership
Street address		Unit number	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number (    )	Fax (    )		Cell number (    )

<b>E. Required Schedules</b>		
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.		
<b>F. Completeness and compliance with applicable law</b>		
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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law.	<input type="checkbox"/> Yes	<input type="checkbox"/> 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.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>		
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <ol style="list-style-type: none"> <li>The information contained in this application, attached schedules, and other attached documentation is true to the best of my knowledge.</li> <li>If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</li> </ol> <p>_____</p> <p style="text-align: center;">Date <span style="margin-left: 200px;">Signature of applicant</span></p>		

*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.*