

---

## Second Unit Information Package

Second units are part of the City's affordable housing strategy. A second unit is a self-contained living unit within a detached, semi-detached house or townhouse. They are also called basement apartments, in-law suites or secondary suites. Ontario laws now require municipalities to allow second units in homes.

As of January 2, 2014 a licence is required for a Second Unit to be legal. Licensing your unit will ensure that it is safe and that it is up to Ontario fire and building code standards as well as other City regulations and licensing requirements. Licences must be renewed annually.

This information package is provided to help guide homeowners through the process of obtaining a second unit licence. The Second Unit Information Package contains:

- Second Unit Licensing By-law 204-13, as amended
- Licensing a Second Unit in your Home Brochure
- How to Obtain your Second Unit Licence
- Application for Certificate of Occupancy (Zoning)
- Second Unit Licence Application
- Additional Resources

For more information on obtaining a Second Unit Licence:

**Call Us**  
3-1-1 or  
**905-615-4311**  
outside city limits  
TTY: **905-896-5151**

**Compliance and Licensing**  
**Ground Floor**  
300 City Centre Drive  
Monday to Friday  
8:30 a.m. to 4:00 p.m.

**Planning and Building**  
**Customer Service**  
**Counter**  
**3rd Floor**  
300 City Centre Drive  
Monday to Friday  
8:30 a.m. to 4:30 p.m.



**THE CORPORATION OF THE CITY OF MISSISSAUGA  
SECOND UNIT LICENSING  
BY-LAW 204-13**

(amended by 68-14)

**WHEREAS** Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended, provides that a lower-tier municipality may pass by-laws respecting matters including the health, safety and well-being of persons, and the protection of persons and property, including consumer protection;

**AND WHEREAS** Section 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended further provides that a lower-tier municipality may pass by-laws respecting business licensing;

**AND WHEREAS** Section 151 of the *Municipal Act*, 2001, S.O. 2001, c.25 provides that without limiting sections 9, 10, and 11 of the Act, a municipality may provide for a system of licences with respect to a business and may licence, regulate or govern real and personal property used for the business and the persons carrying it on or engaged in it;

**AND WHEREAS** Section 436 of the *Municipal Act*, 2001, S.O. 2001, c.25 provides that a municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether or not a by-law of the municipality is being complied with;

**AND WHEREAS** Section 444 of the *Municipal Act*, 2001, S.O. 2001, c.25 provides that that municipality may make an order to discontinue an activity found to be in contravention of a by-law of the municipality;

**AND WHEREAS** the Council of The Corporation of the City of Mississauga considers it desirable and necessary to license, regulate, and govern Second Units;

**NOW THEREFORE** the Council of The Corporation of the City of Mississauga hereby **ENACTS** as following:

**DEFINITIONS**

1. For the purposes of the By-law:

**"Additional Fee"** means a fee, in addition to the Licence fee, imposed by the municipality at any time during the term of the Licence for costs incurred by the municipality attributable to the activities conducted or permitted by the Owner;

**"Agent"** means, in respect of an inspection required under this By-law, a person who is authorized by the Licensee to conduct and report inspections on the Licensee's behalf;

**"Appeal Tribunal"** means the all-citizen Tribunal duly appointed by Council to conduct hearings under this By-law;

**"Applicant"** means a Person applying for a new or renewing a Licence under this By-law;

***“Certificate of Occupancy”*** means a certificate duly issued by the City approving the use for which the Licence application has been made for the Dwelling;

***“City”*** means the City of Mississauga;

***“Clerk”*** means the Clerk of the City of Mississauga or their duly appointed Deputy;

***“Corporation”*** means the Corporation of the City of Mississauga;

***“Council”*** means the Council of the City of Mississauga;

***“Dwelling”*** means a detached house, a semi-detached house or a row house;

***“Fire Chief”*** means the Chief of City’s Fire and Emergency Services Division or his designate;

***“Individual”*** means a natural Person and does not include a corporation, partnership or association;

***“Investment Dwelling”*** means a Two-Unit Dwelling whose Owner does not reside at the Dwelling;

***“Licence”*** means the certificate issued by the Licence Manager under this By-law to an Owner of either an Investment Dwelling or an Owner-Occupied Dwelling;

***“Licensee”*** means any Person licensed under this By-law;

***“Licence Manager”*** means the Manager of the Compliance and Licensing Enforcement Unit of the City’s Enforcement Division and includes his or her Designates;

***“Licensing Section”*** means the Compliance and Licensing Enforcement Unit of the Enforcement Division;

***“Notice of Additional Fee”*** means a written notice from the Licence Manager to a Licensee advising them of their requirement to pay an Additional Fee;

***“Officer”*** means a duly appointed Municipal Law Enforcement Officer and includes members of the Peel Regional Police;

***“Owner”*** means a Person who alone or with others, owns and/or has ultimate control over, and/or directs the operation of the business;

***“Owner-Occupied Dwelling”*** means a Two-Unit Dwelling occupied by the Owner of the Dwelling;

***“Person”*** includes an individual, a corporation and its directors and officers, or partnership and their heirs, executors, assignees and administrators;

***“Remuneration”*** includes any one or more of the following: payment of rent, fees, or other valuable consideration or the provision of services.

***“Second Unit”*** means an accessory dwelling unit with its own kitchen, sanitary facilities and bedrooms/sleeping area(s) located in a Dwelling.

***“Tenant”*** means a Person, other than an Owner, who resides in a Second Unit in return for Remuneration.

***“Two-Unit Dwelling”*** means a detached house, a semi-detached house or a row house which contains two residential units.



### **LICENSING REQUIRED**

2. (1) No Person shall own or operate a Second Unit unless the Person is licensed under this By-law.
- (2) No Person shall publish or cause to be published any representation or advertisement that the Person is licensed for a Second Unit as defined under this By-law if the Person is not so licensed.

### **APPLICATION FOR A LICENCE AND FOR RENEWAL OF A LICENCE**

3. (1) An application for an Owner's Licence and an application for the renewal of an Owner's Licence shall be completed on the forms provided by the Licensing Section and in accordance with Schedule 3.
- (2) A Certificate of Occupancy is subject to any terms and conditions imposed by a Tribunal or Court of competent jurisdiction.
- (3) No refund of a fee paid as part of an application under this Section shall be granted if the application is refused.
- (4) An Owner must obtain a separate Licence for each of the Dwelling at which the Owner operates a Two-Unit Dwelling.
- (5) No individual shall be licensed under this By-law unless the individual is eighteen (18) years of age or over.

### **INSPECTIONS**

4. (1) By submitting an Application for a Licence or the renewal of a Licence, the Owner consents to an inspection by the Licensing Section or Officer who may at any reasonable time enter upon the Dwelling(s) to be Licensed to make an inspection to ensure that all the provisions of this By-law have been satisfied.
- (2) Subject to Subsection 4(3), the Licence Manager or Officer may enter upon a property and into buildings without a warrant to inspect a property or building for compliance with the provisions of this By-law.
- (3) Except under the authority of a search warrant, neither the Licence Manager nor Officer shall enter any room or place actually used as a Second Unit without requesting and obtaining the consent of the Tenant.

### **ISSUE OF LICENCE OR RENEWAL OF LICENCE**

5. When an application for a Licence or renewal of a Licence is made in accordance with the provisions of this By-law and the Applicant or Licensee meets all the requirements of this By-law, the Licence Manager shall issue a Licence.

### **LICENCE ON TERMS AND CONDITIONS**

6. (1) Notwithstanding any other provisions of this By-law, the Licence Manager may impose terms and conditions on any Licence at issuance, renewal or any time during the Licence period, including special conditions, as are necessary to give effect to this By-law.
- (2) Notwithstanding any other provisions of this By-law, the Licence Manager may impose Additional Fees on a Licensee, by way of a Notice of Additional Fee at any time during the term of the Licence for costs incurred by the municipality attributable to the activities of the Licensee.
- (3) The Notice of Additional Fee shall be sent to the Licensee by Registered Mail and shall provide the Licensee with sixty (60) days to pay the outstanding amount from the date of such Notice.

**GROUND FOR REFUSAL TO LICENCE OR RENEW OR FOR SUSPENSION  
OR REVOCATION**

7. An Applicant or Licensee whose application meets all the requirements of this By-law and its Schedules is entitled to a Licence or the renewal of a Licence except where:
- (1) There are reasonable grounds to believe that any application or other document provided to the Licensing Section by or on behalf of the Applicant or Licensee contains a false statement or provides false information; or
  - (2) The past or present conduct of the Applicant, or Licensee, or of any partner, in the case of an Applicant or Licensee which is a partnership, or of any director or officer of the corporation, if the Applicant is a corporation, affords reasonable grounds for the belief that the Applicant or Licensee will not carry on the activity for which they are to be licensed or to continue to be licensed in accordance with any applicable law and with integrity and honesty; or
  - (3) The financial position of the Applicant or Licensee affords reasonable grounds to believe that the Applicant or Licensee would not operate the Dwelling in a financially responsible manner; or
  - (4) The issuance of the Licence or the renewal of the Licence would be contrary to the public interest; or
  - (5) The Applicant or Licensee has failed to pay the fine or fines imposed by a court as a sentence arising from convictions for breach of a by-law enacted by the City; or
  - (6) There are reasonable grounds to believe that the Applicant or Licensee does not meet all the requirements of this By-law or any other City By-law; or
  - (7) The fee payable in respect of the Licence applied for has not been paid; or
  - (8) Any Additional Fee imposed on a Licensee remains unpaid after the due date as indicated in the Notice of Additional Fee sent to the Licensee; or
  - (9) The Applicant or Licensee fails or refuses to comply with any requirement set out in the By-law to obtain or maintain or renew a Licence issued under this By-law.

**THE LICENCE MANAGER'S POWER TO REFUSE TO ISSUE, RENEW A  
LICENCE, OR TO REVOKE OR SUSPEND A LICENCE**

8. The powers and authority to refuse to issue or renew a Licence, to cancel, revoke or suspend a Licence, or to impose terms and conditions on a Licence, are hereby delegated to the Licence Manager and his or her delegates.
9. (1) After a decision is made by the Licence Manager, written notice of that shall be given to the Applicant or Licensee.
- (2) The written notice to be given under subsection (1), shall:
- (a) set out the grounds for the decision;
  - (b) give reasonable particulars of the grounds;

- (c) be signed by the Licence Manager; and
  - (d) state that the Applicant or Licensee is entitled to a hearing by the Appeal Tribunal if the Applicant or Licensee delivers to the Clerk, within seven (7) days after the Notice under subsection (1) is served, a notice in writing requesting a hearing by the Appeal Tribunal and the appeal fee as set out in the Transportation and Works Fees and Charges By-law.
- (3) Where no appeal is registered within the required time period, the decision of the Licence Manager shall be final.

#### **THE HEARING BEFORE THE APPEAL TRIBUNAL**

10. (1) The powers and authority to conduct appeal hearings under this By-law are hereby delegated to the Appeal Tribunal.
- (2) The provisions of sections 5 to 15 and 21 to 24 of the *Statutory Powers Procedure Act*, R.S.O. 1990, cS.22, as amended, shall apply to all hearings conducted by the Appeal Tribunal under this By-law.
- (3) When the Applicant or Licensee who has been given written notice of the hearing does not attend at the appointed time and place, the Appeal Tribunal may proceed with the hearing in his or her absence and the Applicant or Licensee shall not be entitled to any further notice of the proceedings.
- (4) At the conclusion of a hearing, the Appeal Tribunal may give its decision orally or reserve its decision, but in any case it shall provide its decision in writing, with reasons, within fourteen (14) days of the hearing to the Applicant or Licensee and the Licence Manager.

#### **TRIBUNAL DECISION FINAL**

11. In making its decision the Appeal Tribunal may uphold or vary the decision of the Licence Manager, or make any decision that the Licence Manager was entitled to make in the first instance. The decision of the Appeal Tribunal issued under this By-law is final.

#### **RETURN OF THE LICENCE AFTER REVOCATION OR SUSPENSION**

12. (1) When a Licence has been revoked, deemed not renewable, cancelled or suspended, the holder of the Licence shall return the Licence to the Licensing Section within twenty four (24) hours of service of written notice of the decision of the Licence Manager or, where an appeal has been filed, the decision of the Appeal Tribunal, and the Licence Manager or Officer may enter upon the Dwelling(s) of the Licensee for the purpose of receiving, taking, or removing the said Licence.
- (2) When a Person has had his or her Licence revoked or suspended under this By-law, he or she shall not refuse to deliver up or in any way obstruct or prevent the Licence Manager from obtaining the Licence in accordance with subsection (1).

#### **CANCELLATION OF A LICENCE**

13. Any Licence issued under this By-law may be cancelled at any time upon the written request of the Licensee.



#### **LICENCE TRANSFERABLE**

14. A Licence issued under this By-law is not transferable.

#### **RIGHT OF INSPECTION OF LICENSED DWELLINGS**

15. (1) The Officer may at any reasonable time, enter upon and inspect the Licenced Dwelling(s) of any Licensee to ensure that the provisions of this By-law are complied with.
- (2) Upon an inspection, every Person shall produce all relevant Licences and permits, invoices, vouchers or like documents and all documents required to be kept and maintained under this By-law which may be removed for the purpose of photocopying and returned to the Licensee within seventy two (72) hours of removal.
16. No Person shall obstruct the Person inspecting or withhold, destroy, conceal or refuse to furnish any information or thing required by the Person inspecting for the purpose of the inspection.

#### **DISPLAY OF LICENCE**

17. Every Licensee shall prominently display the Licence in the interior of the Licensed Dwelling directly adjacent to the main entrance, or in such a location as approved by the Licence Manager, and it shall be covered in such a fashion to protect it from the elements but ensure it is clearly legible.

#### **NOTIFICATION OF CHANGE OF INFORMATION**

18. (1) A Licensee shall carry on business in the City in the name which is set out on the Licence and shall not carry on business in the City in any other name.
- (2) When a Licensee changes his name or address or any information relating to his Licence, he or she shall notify the Licensing Section within three (3) days of the change of address or any other information relating to his or her Licence and shall return the Licence immediately to the Licensing Section for amendment.
- (3) When the Licensee is a corporation, and there is any change in the following information given on the application, namely: the names and addresses of officers and directors, the location of the corporate head office, and/or change of ownership of shares, the Licensee shall report the change to the Licensing Section within three (3) days of the change, and if necessary, the Licence shall be returned immediately to the Licensing Section for amendment.
- (4) When the Licensee is a corporation, where there is a change in fifty percent (50%) or more of the directors of the corporation, it shall be deemed as a new corporation and a new Licence will be required.
- (5) A Licensee shall not alter, erase or modify or permit such alteration, erasure or modifications of their Licence or part thereof unless approved by the Licensing Manager.

### **ORDER TO COMPLY**

19. Where a Licensee contravenes any provision of this By-law or its Schedules, the Officer may:
- (1) Serve a written notice on the Licensee, advising of the contravention and directing compliance; or
  - (2) Direct in a written order that a thing or matter is required to be done, and in default of such thing or matter being done, the thing or matter may be done at the Licensee's expense by the City and the City will recover the expense by action or in like manner as municipal taxes

### **NOTICE**

20. (1) Any notice or order required to be given or served under this By-law is sufficiently given or served, if delivered personally or sent by registered mail, addressed to the Person to whom delivery or service is required to be made at the last address for service appearing on the records of the Licensing Section.
- (2) When service is made by registered mail, the service shall be deemed to be effected on the seventh (7th) day after the date of mailing, unless the Person on whom service is being made establishes that he did not, acting in good faith, through absence, accident, illness, or other cause beyond his control, receive the notice or order until a later date.

### **PENALTY**

21. (1) Every Person who contravenes any provision of this By-law, and every director or officer of a corporation who concurs in such contravention by the corporation, is guilty of an offence and is liable to a fine, and such other penalties, as provided for in the *Provincial Offences Act*, R.S.O. 1990, c.P.33, and the *Municipal Act, 2001*, as both may be amended from time to time.
- (2) In addition to subsection (1), any Person who is charged with an offence under this By-law in accordance with Part III of the *Provincial Offences Act* and is found guilty of the offence, is liable, in addition to any other penalties:
- (i) If a person, to a fine of not more than \$25,000; or
  - (ii) If a corporation, to a fine of not more than \$50,000.

### **SEVERABILITY**

22. Any section of this By-law, or any part thereof, that is found by a court of competent jurisdiction to be invalid shall be severable, and the remainder of the By-law shall continue to be valid.

### **SCHEDULES**

23. All schedules attached to this By-law shall form part of this By-law.



#### **INTERPRETATION**

24.

- (1) In this By-law, unless the context otherwise requires, words imparting the singular number shall include the plural, and words imparting the masculine gender shall include the feminine and further, the converse of the foregoing also applies where the context so requires.

#### **EFFECTIVE DATE**

25. This By-law shall come into force and effect on January 2, 2014.

#### **SHORT TITLE**

26. This By-law may be referred to as the Second Unit Licensing By-law.

**ENACTED AND PASSED this 18<sup>TH</sup> day of September, 2013.**

**Signed by: Hazel McCallion, Mayor and Crystal Greer, City Clerk**

**SCHEDULE 1  
RELATING TO FEES**

1.	<u>TYPE OF LICENCE</u>	<u>NEW</u>	<u>RENEWAL</u>
	Second Unit (Owner Occupied)	\$500	\$250
	Second Unit (Investor)	\$1000	\$500

- These rates shall automatically increase and be rounded to the nearest dollar on the first day of January in each year by the percentage increase in the All Items Index of the Consumer Price Index (not seasonally adjusted) for the Toronto Census Metropolitan Area, published by Statistics Canada, during the 12-month period ending on October 1 in the year immediately preceding the rate increase date. The fees as listed in this Schedule will be subject to Harmonized Sales Tax (H.S.T), where applicable.

**SCHEDULE 2**  
**LICENCE EXPIRY DATES**

1. The Licences issued pursuant to this By-law shall expire according to the name of the street on which the Dwelling is located and the Licence expiry dates shall be divided as follows:
  - (a) where the first letter of the street name begins with the letter A through and including D, the Licence expiry date shall be March 31, of each year;
  - (b) where the first letter of the street name begins with the letter E through and including K, the Licence expiry date shall be August 31, of each year;
  - (c) where the first letter of the street name begins with the letter L through and including P, the Licence expiry date shall be October 31, of each year;
  - (d) where the first letter of the street name begins with the letter Q through and including Z, the Licence expiry date shall be December 31, of each year.
2. Where a new or initial Licence has been issued 90 days or less prior to the Licence expiry date described in this Schedule, the Licence period shall be extended and the Licence shall be valid, subject to the other provisions of this By-law, until the Licence expiry date in the following year.
3. Where a new or initial Licence has been issued 91 days or more prior to the Licence expiry date described in this Schedule, the Licence period shall not be extended and the Licence shall be valid, subject to the other provisions of this By-law, only until the current year's Licence expiry date.



**SCHEDULE 3  
OWNERS OF SECOND UNITS**

(amended by 68-14)

1. In addition to the general licensing provisions contained in this By-law, every Application for a new or the renewal of a Second Unit Licence shall be completed on the forms provided by the Licensing Unit.
2. Each executed application shall be submitted to the Licensing Unit by the Owner and by accompanied by:
  - (a) the fee in the appropriate amount as set out in Schedule 1 to this By-law;
  - (b) a Certificate of Occupancy indicating that the use for which the application has been made is approved under the Zoning By-law as an approved use of the Dwelling including section 2.1.18.2.2 of the Zoning By-law;
  - (c) if the Owner is a corporation, a copy of the Articles of Incorporation or, if a registered partnership, a copy of the registered declaration of partnership and a copy of the business name registration;
  - (d) proof of ownership for the Dwelling;
  - (e) if applicable, proof of building permit sign-off;
  - (f) a floor plan of the building, including dimensions and proposed use of each room;
  - (g) a letter from the Fire Chief which states that an inspection has been conducted of the location and confirms that the location is in compliance with all the provisions of the *Fire Protection and Prevention Act*, S.O. 1997. This letter must be submitted by the Applicant within one hundred eighty (180) days from the date when the application for the Licence is submitted; (68-14)
  - (h) a Certificate of Inspection report issued by the Electrical Safety Authority which certifies that an inspection has been conducted on the location and confirms that there are no visible fire, shock or electrical safety hazards and the property is in compliance with the requirements of the *Ontario Electrical Safety Code*. The Certificate of Inspection must be submitted by the Applicant within one hundred eighty (180) days from the date when the application for the Licence is submitted; (68-14)
  - (i) any additional statutory declarations as may be required by the Licensing Section; and
  - (j) proof of Insurance which the Owner shall take out and keep in full force and effect throughout the term of the Licence and any renewals thereof which shall include general liability insurance with respect to the Second Unit against claims for personal injury, death or property damage or loss, indemnifying and protecting the Owner, their respective employees, servants, agents, contractors, invitees or licensees to the inclusive limit of not less than Two Million (\$2,000,000.00) Dollars on a per occurrence basis. (68-14)
    - i. In addition to the insurance requirements of this subsection 2(j) of Schedule 3, the City may require an Owner to meet further insurance requirements as determined by the City's risk manager, from time to time.

3. Notwithstanding paragraph 2 above, where an application is made for the renewal of a Licence and where the items set out in 2(b),(c),(e),(f),(g),(h) above were submitted as part of the application for the initial Licence, items 2(b),(c),(e),(f),(g),(h) need not be resubmitted with the application for a renewal Licence unless the Licensing Unit requests such documents or unless there has been a substantial and material change of the information contained therein.
4. Every Owner shall:
  - (a) Keep and maintain the following written records and shall make these records available for inspection forthwith on the request of the Licence Manager or Officer:
  - (b) The full name of the Tenant(s);
  - (c) Records of inspections every three (3) months for Investor-Dwellings.
  - (d) Post a fire safety plan, approved by the Fire Chief in a conspicuous place in the Second Unit.
  - (e) Ensure that each floor of the Dwelling is equipped with a functioning Fire Extinguisher.
  - (f) Provide written proof that the Tenants have been advised that the Licence Manager or Officer will be requesting permission to enter all Second Units on the Property (at a time and day convenient to the City, the Licensee and the Tenants) for the purposes of conducting inspections under this By-law.
  - (g) Maintain compliance with all applicable provisions of the Zoning By-law as it relates to a Second Unit, including any conditions imposed by the Committee of Adjustment for a minor variance.
  - (h) Either personally or by their Agent, conduct an inspection of the Investor-Dwellings every three (3) months to ensure compliance with this By-law and any other applicable law and file an inspection report on the form provided by the Licensing Section including all remediation action to be taken, and a time frame for gaining compliance where non-compliance is found by March 31, June 30, September 30 and December 31 of each calendar year.
  - (i) Submit in writing, the name, address and contact information for any individual that will be acting as their Agent for the purposes of conducting and reporting on inspections, where applicable.
  - (j) Ensure that the current Business Licence Number for the Licenced Dwelling appears on all advertisement for the business.
5. No Licenced Owner shall:
  - (a) Permit the occupancy of, for sleeping purposes, any basement or any space used or designed to be used as a lobby, hallway, closet, bathroom, laundry room, stairway or kitchen or any room having a floor area of less than 80 square feet or any room being less than 7 feet 6 inches from the floor to ceiling.
  - (b) Permit non-compliance with the Property Standards By-law, the Nuisance Weeds and Long Grass By-law, the Nuisance Noise By-law, the Nuisance Lighting By-law, Open Air Burning, the Noise Control By-law and all other applicable by-laws and applicable provincial laws including but not limited to *the Building Code Act*, the *Fire Protection and Prevention Act*, and the *Accessibility for Ontarians with Disabilities Act*.
  - (c) Permit the construction, renovation, alteration or addition is carried out on the Licensed Dwelling without first obtaining the necessary Building Permit as may be required.



## How to Obtain your Second Unit Licence

### Step 1 Contact the Planning and Building Department to obtain a Certificate of Occupancy

- Obtain a Zoning Certificate of Occupancy - Fee: \$257.00\*
  - Obtain a Signed-Off Building Permit Card (if required\*\*)  
The building permit fee is \$8.40 per square metre, with a minimum fee of \$225.00.\* Renovation costs will vary based on the work required.
- Planning and Building**  
300 City Centre Dr.  
3rd Floor, Parking  
Elevators

*\*\*If the existing second unit was previously approved, provide the following documents: **Letter of Compliance** from Fire or **Letter of Use** from Compliance and Licensing (on or before July 14, 1994) or **Signed-Off Building Permit Card** (between July 15, 1994 and November 16, 1995).*

### Step 2 Contact Fire and the Electrical Safety Authority to Coordinate an Inspection

Fire Inspection Fee: Not applicable.\*

- Arrange for a Fire inspection and obtain a **letter from the Fire Chief** confirming compliance with the fire code (must be dated no earlier than 180 days from when you apply for a Second Unit Licence).

**Fire**  
300 City Centre Drive  
2nd Floor, Tower  
Elevators

Electrical Safety Authority Inspection Fee: \$141 per unit \* (Multi-Unit Residential)

- Arrange for an Electrical Safety inspection and obtain an **Electrical Safety Certificate** (must be dated no earlier than 180 days from when you apply for a Second Unit Licence).

**Electrical Safety Authority**  
155 Matheson Blvd. W  
1-877-372-7233

### Step 3 Contact the Compliance and Licensing Office to Make an Application

Make an application for a Second Unit Licence at the Compliance and Licensing Office (Enforcement Division).

Owner-Occupied Dwelling: New \$500\*/Renewal \$250\* Investment Dwelling: New \$1,000\*/Renewal \$500\*

The following documents are required to obtain your licence:

- Completed Second Unit Licence Application
- Provide proof of ownership (Tax Bill, Title of Property or Tax Assessment Notice)
- Certificate of Occupancy (Zoning)
- Signed-Off Building Permit Card
- Letter of Compliance from Electrical Safety Authority issued by ESA within 180 days of the date of application for a Second Unit Licence.
- Letter of Fire Code Compliance issued by Fire Chief within 180 days of the date of application for a Second Unit Licence.
- Insurance Certificate (minimum \$2 million general liability insurance).
- Payment of Applicable Second Unit Licence Fee for Owner-Occupied or Investment Dwelling.

**Compliance and Licensing Office**  
300 City Centre Dr.  
Ground Floor (west entrance)

*\*Fees subject to change without notice.*



**IF YOU HAVE A BASEMENT APARTMENT OR AN IN-LAW SUITE** in your Mississauga home, you need a Second Unit Licence. As of January 2, 2014 a licence is required for a second unit to be legal. (City By-law 20-4-13).

A second unit is a self-contained living unit within a detached, semi-detached house or townhouse. Property owners are responsible for making sure their units are up to Ontario Fire and Building Code standards, as well as City regulations and other licensing requirements. A Second Unit Licence helps keep you and your tenants safe.

#### LICENSING YOUR SECOND UNIT

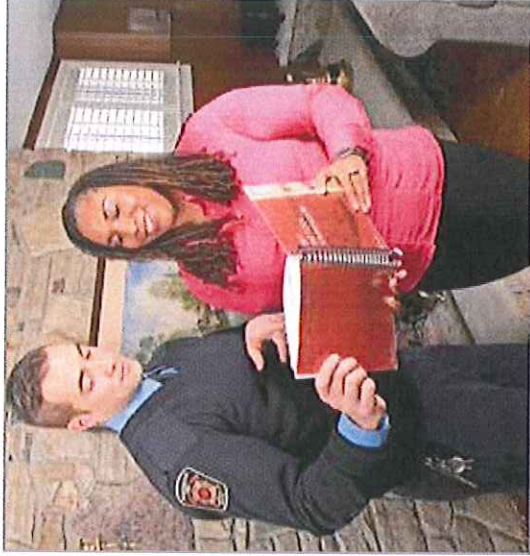
To apply for your Second Unit Licence, you may need documents from:

- Electrical Safety Authority
- City of Mississauga
- Planning and Building
- Building Inspections
- Fire Inspections

#### SECOND UNIT LICENCE FEES\*

- If you live in the home with the second unit, the fee is \$500 for the first year, and \$250 for each renewal year.
  - If you do not live in the home with the second unit (the home is an investment property) the fee is \$1000 for the first year and \$500 upon renewal each subsequent year.
  - If you own a home with a second unit, but do not live there (the home is an investment property), you must also have:
    - Business Name Registration; and
    - If a Corporation, Articles of Incorporation
- OR
- If a Registered Partnership, Registered Declaration of Partnership.

\* fees subject to change



Mississauga's Second Unit Licensing Program is part of Housing Choices: Mississauga's Affordable Housing Strategy

#### FOR MORE INFORMATION:

Call: 3-1-1 or if outside city limits 905-615-4311

TTY: 905-896-5151  
(teletypewriter for hearing impaired)

Website: [mississauga.ca/secondunits](http://mississauga.ca/secondunits)

In Person: City of Mississauga, Compliance and Licensing, ground floor, 300 City Centre Drive, Mississauga



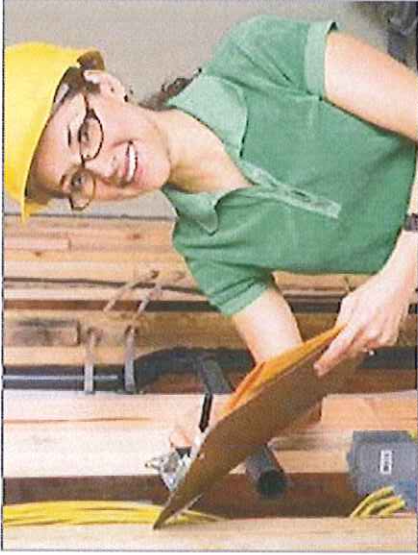
14014

# Licensing a Second Unit in your Home

Make it Safe - Get a Licence







Use the **CHECKLIST** Guide to getting a licence for your new or existing second unit/in-law suite or basement apartment in your home:

An existing Second Unit created on or before July 14, 1994	
1. Provide proof of ownership (Tax Bill, Title of Property or Tax Assessment Notice )	
2. Provide Letter of Compliance from Fire or Letter of Use from Compliance and Licensing (previously obtained)	
3. Obtain Certificate of Occupancy at Planning and Building Customer Services Centre	
4. Arrange for Fire Inspection and obtain letter from fire chief confirming compliance with Fire Code (must be dated no earlier than 180 days from when you apply for a Second Unit Licence )	
5. Arrange for an Electrical Safety Inspection and obtain an Electrical Safety Certificate (must be dated no earlier than 180 days from when you apply for a Second Unit Licence)	
6. Get Insurance Certificate (\$2 million minimum)	
7. Apply for a Second Unit Licence at the Compliance and Licensing Office	



An existing Second Unit created between July 15, 1994 and November 16, 1995	
1. Provide proof of ownership (Tax Bill, Title of Property or Tax Assessment Notice )	
2. Provide signed off Building Permit Card from Building (previously obtained)	
3. Obtain Certificate of Occupancy at Planning and Building Customer Services Centre	
4. Arrange for Fire Inspection and obtain letter from fire chief confirming compliance with Fire Code (must be dated no earlier than 180 days from when you apply for a Second Unit Licence )	
5. Arrange for an Electrical Safety Inspection and obtain an Electrical Safety Certificate (must be dated no earlier than 180 days from when you apply for a Second Unit Licence)	
6. Get Insurance Certificate (\$2 million minimum)	
7. Apply for a Second Unit Licence at the Compliance and Licensing Office	



A New Second Unit	
1. Provide proof of ownership (Tax Bill, Title of Property or Tax Assessment Notice )	
2. Obtain Certificate of Occupancy at Planning and Building Customer Services Centre	
3. Obtain a Building Permit at Planning and Building Customer Services Centre (if required)	
4. Arrange for Fire Inspection and obtain letter from fire chief confirming compliance with Fire Code (must be dated no earlier than 180 days from when you apply for a Second Unit Licence )	
5. Arrange for an Electrical Safety Inspection and obtain an Electrical Safety Certificate (must be dated no earlier than 180 days from when you apply for a Second Unit Licence)	
6. Get Insurance Certificate (\$2 million minimum)	
7. Apply for a Second Unit Licence at the Compliance and Licensing Office	



# Certificate of Occupancy Application (Zoning)



City of Mississauga, Planning and Building Department  
300 City Centre Drive, MISSISSAUGA ON L5B 3C1  
Tel: 3-1-1 (905-615-4311 outside City limits) FAX: 905-696-5638  
www.mississauga.ca/permits

Personal information on this form is collected under authority of the Mississauga Zoning By-law 0225-2007, as amended, Subsection 1.1.13 and the Planning Act, R.S.O. 1990, c. P-13, Section 34 (6) and will be used in connection with the processing of your Certificate of Occupancy (Zoning) application. The information will only be used to compile statistics. Questions about the collection of personal information should be directed to the Manager, Customer Service, Planning and Building Department, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario, L5B 3C1, 905-615-3200, ext. 4249.

## TO THE ZONING ADMINISTRATOR

The undersigned hereby applies for a Certificate of Occupancy (Zoning) and agrees to use the subject property for the use stated below, and it is expressly understood that the issuing of a Certificate of Occupancy (Zoning) does not relieve the applicant from complying with all relevant City By-Laws and Regulations and all other governmental requirements. The applicant agrees that if this certificate is revoked for any cause or irregularly or non-conformance with said By-Laws or Regulations, that in consideration of the issuing of this certificate all claims are waived arising therefrom against The Corporation of the City of Mississauga and its employees.

APPLICATION	
No.	
*Web I.D.	
Date Issued	

Date YYYY MM DD

## PLEASE PRINT AND PRESS FIRMLY

PROPERTY OWNER	Legal Name	Phone No.	
	Address	City	Postal Code
	eMail address	Fax No.	
TENANT	Name	Phone No.	Cell No.
	Address	City	Postal Code
	eMail address	Fax No.	
AGENT	Name	Phone No.	Cell No.
	Address	City	Postal Code
	eMail address	Fax No.	

Send correspondence to: ☐ Owner ☐ Tenant ☐ Agent ☐ Applicant Fax No.: \_\_\_\_\_ \*Note: Use Web I.D. to access status online.  
Certificate to be: ☐ Picked up ☐ Mailed ☐ Other (specify) \_\_\_\_\_

PROPERTY LOCATION			
Street and Number	Unit No.	Bldg. No.	
Lot or Block	Registered Plan	or Concession	or 43R PCC

PROPOSED BUSINESS OPERATION			
Name of Business (Legal Name)			
Proposed Business Operation			
Committee of Adjustment Ref. No. 'A'			
CA 'A' Expiry Date	Total Area Occupied:	M2	SQ. FT.
Zoning of subject lands			

**NOTE TO APPLICANT:** A letter signed by a person named on the application preferably on company letterhead indicating the exact nature of this proposed business operation, one (1) copy of a metric site plan or survey with site statistics and parking layout, with one (1) fully dimensioned and labelled floor plan must accompany this application.

I \_\_\_\_\_ the "Applicant" of the \_\_\_\_\_  
Name (Please Print) City/Town

in the County/Region of \_\_\_\_\_ do solemnly declare that:

PLEASE CHECK ☒ ONE

1. THAT I am the ☐ OWNER ☐ AUTHORIZED AGENT ☐ TENANT named in this application.
2. THAT the statements made herein are true and are made with the full knowledge of the circumstances connected with the same.
3. THAT I know no reason why this Certificate of Occupancy (Zoning) should not be granted in pursuance of this application.

Applicant's signature

Applicant's mailing address City Postal Code Phone Number

OFFICE USE ONLY			
Zoning Reviewed By	Signature	Date	
OTHER REQUIREMENTS			
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Obtained	Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Obtained	Date
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Obtained	Date
NOTES	FEES		DATE RECEIVED
	Processing Fee	\$	
	Deposit	\$	
	Balance	\$	

Issuance of  
Certificate authorized

Application  
accepted by



# Second Unit Licence Application



Transportation & Works Department  
Enforcement Division,  
Compliance and Licensing Section  
300 City Centre Drive,  
MISSISSAUGA ON L5B 3C1  
Tel: 905-615-4311  
Fax: 905-615-3374

Personal information on this form is collected under the authority of Sections 151 and 436 of the *Municipal Act, 2001* and City of Mississauga By-law 204-13 and will be used to license, regulate and govern businesses and ensure compliance with all laws and regulations. Questions about the collection of this information should be made to the Manager, Compliance Licensing and Enforcement, City of Mississauga, 300 City Centre Drive, Mississauga, Ontario L5B 3C1, telephone 905-896-5676.

Application Type		
Owner Dwelling <input type="checkbox"/>	New Application <input type="checkbox"/>	Renewal Application <input type="checkbox"/>
Investment Dwelling <input type="checkbox"/>	Current Licence Number: _____	

Rental Property Information	
Address of Second Unit Property	
Location of Second Unit	
<input type="checkbox"/> Basement	<input type="checkbox"/> First Floor <input type="checkbox"/> Second Floor

Property Owner (Applicant) Information	
Property Owner's (Applicant) Name	Property Owner's Birthdate (YYYY-MM-DD)
Property Owner's (Applicant) Mailing Address	
Operating Name of Business (if Investment Dwelling Second Unit)	
Email Address	
Home Telephone No.	Cell Phone No.

Application Checklist (Documents Required)		
The following documents must be provided before a Second Unit Licence will be issued:	New	Renewal
Certificate of Occupancy		
Letter from Fire Chief confirming compliance with Fire Code ( <i>Issued 30 days of the date of application</i> )		
Certificate of Inspection issued by the Electrical Safety Authority ( <i>Issued 30 days of the date of application</i> )		
Floor Plan of Second Unit ( <i>Approved by Zoning including dimensions and proposed use of each room</i> )		
Proof of Ownership ( <i>Tax Bill, Title of Property or Tax Assessment</i> )		
Insurance Certificate ( <i>\$2 million minimum</i> )		
<b>If applying for an Investment Dwelling Licence, the following is also required:</b>		
Sole Proprietor		Any change?
If a Corporation – Articles of Incorporation ( <i>If a Registered Partnership – Registered Declaration of Partnership</i> )		Any changes?
Business Name Registration		Any changes?

## THE APPLICANT DECLARES THAT:

I, \_\_\_\_\_ of the city/town of \_\_\_\_\_ do solemnly declare:

Print Name

- I am the ☐ applicant, ☐ authorized agent (Letter of Authorization), or: \_\_\_\_\_
- All the information and any statement contained in this application is true.

Signature

Date

## Additional Resources

### Electronic Resources:

City of Mississauga Second Unit Web Page

<http://www.mississauga.ca/portal/residents/housingchoicessecondunits>

Planning and Building – Building & Renovating

<http://www.mississauga.ca/portal/residents/permits>

Certificate of Occupancy (Zoning)

<http://www.mississauga.ca/portal/pb/zoningcertificate>

Fire Code Overview

<http://www.mcscs.jus.gov.on.ca/english/FireMarshal/Legislation/FireCode/FireCode.html>

General Fire Safety Information (see “Basement Apartments/Second Units”)

<http://www.mississauga.ca/portal/residents/generalfiresafetyinfo>