



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	

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 204-13).

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

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



 MISSISSAUGA