

Secondary Suite Application Checklist

- Completed Development Agreement Application
- Schedule “A” from your Property Deed (if you do not have a copy, Taxation & Property Records at the Provincial Government should have this)
- Suite Delineation – please highlight/identify which areas will be dedicated to the suite, common areas, and the main living space. This should be a dimensioned drawing so the floor area can be calculated. Secondary Suites have a maximum allowable floor area of 80m² (861ft²) as per the National Building Code.
- Any relevant building permits (please check with the Planning Department staff if you are doing renovations to ensure you don't require a building permit)
- Application Fee (\$300.00)

****Once the application has been reviewed and approved, the agreement must be signed & witnessed in person by a Commissioner of Deeds & Oaths (available at Town Hall). A letter will be sent from the Town to the neighboring properties to notify them of the Secondary Suite being approved.**