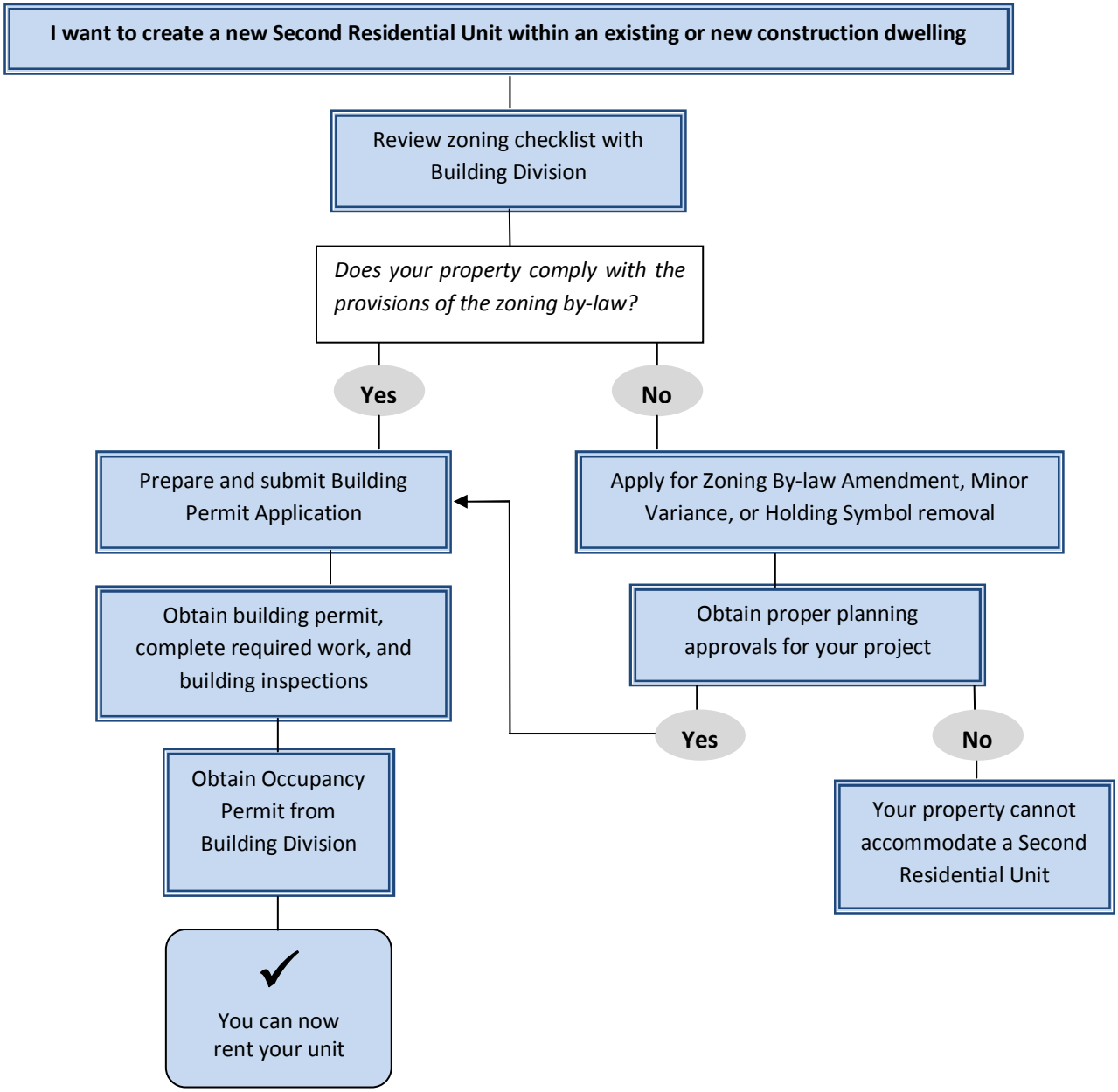
I want to create a new Second Residential Unit within an existing or new construction dwelling
Review zoning checklist with Building Division
Does your property comply with the provisions of the zoning by-law?
Yes
No
Prepare and submit Building Permit Application
Apply for Zoning By-law Amendment, Minor Variance, or Holding Symbol removal
Obtain building permit, complete required work, and building inspections
Obtain proper planning approvals for your project
Yes
No
Obtain Occupancy Permit from Building Division
Your property cannot accommodate a Second Residential Unit
✓
You can now rent your unit