

TOWN OF AURORA

Building and By-law Services Department

APPLICATION FOR REGISTRATION OF A TWO-UNIT HOUSE

LOCATION OF DWELLING TO BE REGISTERED			
Address of Property			
APPLICANT Applicant is:	Owner	Authorized Agent of Owner	
Name(s)			
Mailing Address			
No.		Street	
City	Province	Postal Code	Phone Number
OWNER(S) OF PROPERTY (if different from applicant)			
Name(s)			
Mailing Address			
No.		Street	
City	Province	Postal Code	Phone Number
TYPE / LOCATION / SIZE OF UNIT			
☐ New Unit ☐ Existing Unit, [Date Constructed		Referred to CYFS
☐ Basement ☐ Main Floor	☐ 2nd Floor	☐ Attic ☐ Other	
Floor Area: Primary Unit	🗖 f² 🗖 m	² / Second Suite Unit	
DECLARATION OF OWNER / APPLICANT:			
I, certify that the information contained in this application and attached documentation is true to the best of my knowledge.			
contained in the application and attached documentation is true to the best of my knowledge.			
Signature of Owner / Applicant			Date
CONSENT OF OWNER			
I, am the registered owner of the land that is the subject of this application for approval of this document and, for the			
purpose of the <i>Municipal Freedom</i> of <i>Information and Protection</i> of <i>Privacy Act</i> , I authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the authority of			
the <i>Municipal Act, 2001</i> for the purposes of processing this application.			
Signature of 0	Dwner		Date
OFFICE USE ONLY			
Date of Application		stration Application No.	
Fee Received F	Receipt Number		
☐ Notification sent to GIS for second suite addressing / Assigned Address			

100 John West Way, Box 1000, Aurora, ON L4G 6J1 Tel: 905-727-3123 ext 4390 or 4394, Fax 726-4731

visit our website at: www.aurora.ca February 1, 2011

1. Second Suite Dwelling Units created after November 16, 1995 are subject to zoning and the building permit process. This registration application and payment of registration fee shall be submitted with the building permit application:

For Registration of a Two-Unit House

- I) At Application:
 - Completed and signed registration application form
 - Registration fee of \$150.00
- ii) For Registration:
 - Building permit finalized
 - Electrical Safety Authority approval
 - Municipal address posted
 - Required parking provided
 - Entrances comply with zoning by-law
 - Smoke Alarms & CO Detectors installed and operable
- 2. Existing Two-Unit Houses that were occupied on or before November 16, 1995 must be inspected by Central York Fire Services and shall be registered with the Town of Aurora Building & By-law Services Department.

For Registration of an existing Two-Unit House

- Completed and signed registration application form
- Report from Central York Fire Services with the Electrical Safety Authority Approval
- Registration Fee not applicable

Inspection Information:

Central York Fire Service 905-895-9222

Electrical Safety Authority 1-877-372-7233

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