

LEGALIZING ACCESSORY APARTMENTS

There are three steps that are required before an Accessory Apartment is considered legal, and before it can be lawfully occupied.

1. Accessory Apartment Declaration

A Declaration or Affidavit is required to be sworn in front of a Commissioner of Oaths (or a lawyer), by a person who must have personal, or direct knowledge of the accessory apartment being in existence on November 16th 1995. This person can be the current owner, a previous owner, relative of an owner, neighbour, tenant, realtor, etc.

For your convenience, there are Commissioners available at the City.

In addition to the affidavit that has been submitted to the City, Supporting documents including rent receipts, income tax records, service records (contractors, utilities, etc.), etc., that prove that the second unit was there on or prior to November 16, 1995, will be required. Signed declarations/affidavits, in and of themselves, are not sufficient to show evidence of an accessory apartment.

There is a fee involved when registering this Declaration with the City records. Currently it is \$60.00.

Once the Declaration has been signed and returned to the Building Services Division, two inspections are then required.

2. Fire Code Compliance Inspection

Contact Peterborough Fire Services at 705-742-7777 x6221 to speak with Chief Fire Prevention Officer Cathy Robertson to arrange for an inspection of both dwelling units. If there are any deficiencies with fire separations, they are to be corrected before re-inspection by Fire. Once completed, please bring a copy of the Fire Code Compliance report to the Building Services Division.

3. Hydro Safety Inspection

Contact the Electrical Safety Authority (ESA) at 1-877-372-7233 to arrange for an electrical compliance inspection for both dwelling units. If there are any electrical deficiencies, they are to be corrected before re-inspection by ESA. Once completed, please bring a copy of the Certificate of Inspection to the Building Services Division.

After the Fire and Hydro reports have been received, a letter will be sent to the current owner stating that the property is now recognized as a single unit dwelling with an accessory apartment. Our records will be updated to reflect this and then closed.

Any questions or concerns, please contact the Building Services Division at 705-742-7777 x1892.