



Complying with the Ontario Fire Code

Ontario Fire Code (OFC):

Second Suites existing prior to July 1994, continue to be permitted as long as they comply with Section 9.8 of the OFC. Proof is required by Fire & Emergency Services to establish a date upon which the Second Suite came into existence.

There are four necessary fire safety issues addressed in Section 9.8 of the OFC:

- Fire separations for each dwelling unit
- Means of escape for each dwelling unit
- Smoke alarms
- Electrical safety

Fire Officials do not have the legislative authority to grant time for compliance.

It is the owner's responsibility to remedy any noted violations immediately.

Non - compliance with By-law 2010-038-RE. Registration of Second Suite, as amended is liable to a fine up to \$100,000 as provided for in the applicable legislation.



111 Sandiford Drive,
Stouffville, ON L4A 0Z8
Phone: 905-640-1900 or 1-855-642-8696
Fax: 905-640-7957
Website: townofws.ca

Questions??

General Information regarding registration
905-640-1910 or 1-855-642-8696 ext. 2260

Inquiries regarding the Ontario Fire Code
Fire & Emergency Services 905-640-9595

Fax: 905 640-9517 **Email:** wsfes@townofws.ca

Inquiries regarding the Ontario Fire Code

Electrical Safety Authority 1-877-372-7233
esasafe.com

The applicant must contact the Electrical Safety Authority (ESA) for an electrical inspection of each dwelling. An original (ESA) certificate must be provided to the inspecting department (Building or Fire & Emergency Services) prior to submitting a Second Suite Registration application.

Applications are available at the Municipal Offices and on the Town website.

January 2014



SECOND SUITES

REGISTRATION
&
COMPLIANCE
INFORMATION

Are your tenants safe?

Is your family safe?



What is a Second Suite?

A “Second Suite” is a self contained apartment or separate unit within a detached home including a main dwelling unit and an additional unit. “Second Suites” are not permitted in semi-detached houses, town houses, or row houses.

Why do Second Suites need to be Registered?

What are the Benefits?

The Town of Whitchurch-Stouffville By-Law requires all Second Suites be registered. If a Second Suite is not registered, it is illegal and an offence under the By-law:

- Knowing the location of a Second Suite assists the Town in providing emergency response and community services;
- Registration process confirms the Second Suite meets fire & life safety standards;
- Reduces legal liability of owner;



• Town officially recognizes the property as a legal Second Suite. This will assist with future real estate transactions and may increase the property value.

Where to Start ?

Determine when the Second Suite existed:

EXISTED ON OR PRIOR TO JULY 14, 1994

1. Proof of existence prior to July 14, 1994
 - Past rent cheques or lease agreements; **and/or**
 - Utility bills for both units; **and/or**
 - Assessment roll information; **and/or**
 - Past real estate listings; **and/or**
 - Affidavit (confirming date of construction and that second dwelling unit is/has been occupied as a second unit).

Affidavits must be sworn before a notary public or commissioner of oaths.

2. An Electrical Safety Authority Certificate.
3. Obtain an inspection report without deficiencies, for the property, from Fire & Emergency Services.

EXISTED ON OR AFTER JULY 15, 1994 OR NEW INSTALLATION

1. Obtain a building permit from Building Services
 - compliance with the Zoning By-law
 - minimum of three exterior parking spaces (this does NOT include any garage parking)
2. Electrical Safety Authority Certificate

Building Services and Fire & Emergency Services have their own set of requirements for a “Second Suite” in order to comply with the By-law

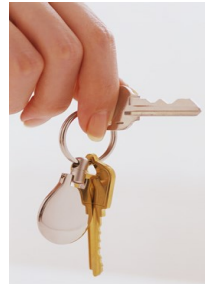
*More information available on the Town’s website
www.townofws.ca*

Next Step ?

Submit a completed application for the Registration of a Second Suite to the Customer Service Centre with the required fee.

Complete Application includes:

- Owner(s) **and/or** owner’s authorized agent (if applicable) name and address;
- Assessment Roll Number;
- Original applicable approval report from Building Services or Fire & Emergency Services; **and**
- Registration fee.



Once all approvals have been obtained, a Second Suite Certificate of Registration will be issued to the property owner.

Second Suite Certificate of Registration is valid for ten years from the date of issuance, or until sale of the property, whichever comes first.

Registration is non-transferable.