

Civic Address: _____

The items stated below are minimum submission requirements for all secondary suite applications. For a complete list of submission requirements for your project, refer to the [Application Guide](#). Additional requirements may be identified during the subsequent application & plan reviews.

INCOMPLETE SUBMISSIONS WILL NOT BE ACCEPTED

- Completed Application Form and Fees** - Applications will not proceed into the permit queue until application fees have been paid in full.
- Completed Letter of Authorization** - Each owner of the property must sign this form.
- Title Search (*retrieved within the last 30 days*)** for each property involved must be submitted with this application. A **\$25 fee** for document retrieval will be required if the application does not include this document at time of submission.
- 2 Complete Sets of Drawings** to an appropriate scale (*the maximum drawing size accepted is A1 or 24"x36"*):
 - Site Plan showing all required off-street parking stalls and path to suite entrance
 - Floor Plans