



**SECONDARY SUITE  
SPECIAL INSPECTION APPLICATION**  
(Owner's Authorization)

**FEE IS \$155.00  
(plus HST)**

RE: \_\_\_\_\_  
Property Address

Complete (a) if you are the property owner or (b) if you are a representative of the owner

(a)

I, \_\_\_\_\_, am the registered owner of the above property and am authorizing a Special Inspection to be carried out by the Building, Plumbing and Electrical Inspectors to determine the upgrading requirements to retain/install a secondary suite in the above building.

(b)

I, \_\_\_\_\_ (authorized applicant), have permission from the registered owner, \_\_\_\_\_ (print owner's name here), to authorize a Special Inspection to be carried out by the Building, Plumbing and Electrical Inspectors to determine the upgrading requirements to retain/install a secondary suite in the above building,

**AND**

I, \_\_\_\_\_, confirm that the secondary suite is finished area (ie. gypsum wallboard on walls and ceiling), and that the suite will not be gutted, or reconfigured before and/or after the Secondary Suite Special Inspection.

Please read and complete the following:

- The non-refundable portion of the fee is currently \$85.00
- The inspectors will require access to all buildings on-site. A reinspection fee of \$155.00 (plus HST) will be charged if the inspectors cannot gain access to any or all buildings.
- The owners will be notified in writing of any remedial work and additional permits that will be required for the secondary suite.
- Any hazardous deficiencies identified during the inspection must be rectified whether or not a secondary suite is retained/installed.

Name of applicant (print) \_\_\_\_\_

Mailing Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Home Tel. No. \_\_\_\_\_ Work Tel No. \_\_\_\_\_

Signature of owner/authorized applicant \_\_\_\_\_

Date \_\_\_\_\_