



**APPLICATION TO REGISTER A TWO-UNIT HOUSE**

**LOCATION OF PROPERTY:**

**APPLICATION NO:**

**FEE:**

**RECEIPT #:**

**For Office Use Only**

*NOTE: Personal information is collected on this form under the authority of the City of Barrie By-law 2002-288, and is used to enforce various City of Barrie By-laws. This is a public record and information in it is accessible to the public. Questions about this collection of personal information should be directed to the City Clerk, City of Barrie, 70 Collier Street, Barrie, ON L4M 4T5*

**(1). APPLICATION INFORMATION**

**(1)(a)**

**Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town/City:** \_\_\_\_\_

**Postal/Zip Code:** \_\_\_\_\_ **E-mail.:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**(1)(b)**

**Name of Owner(s) (if different from the applicant):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Town/City:** \_\_\_\_\_

**Postal Code:** \_\_\_\_\_ **E-mail.:** \_\_\_\_\_

**Telephone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**(1)(c)**

**Contact name for access to upper unit :** \_\_\_\_\_

**Unit Description:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**Contact name for access to lower unit :** \_\_\_\_\_

**Unit Description:** \_\_\_\_\_ **Telephone No.:** \_\_\_\_\_

**(2) LOCATIONAL INFORMATION OF SUBJECT LANDS**

**Municipal Address:** \_\_\_\_\_ **Roll Number:** \_\_\_\_\_

**Registered Plan No.:** \_\_\_\_\_ **Lot Number(s):** \_\_\_\_\_

**(3) PURPOSE OF APPLICATION**

**Type and purpose of proposed transaction: (please check appropriate space)**

☐ recognizing existing two-unit house

☐ creation of a two-unit house

**PROPERTY STANDARDS INSPECTIONS:**

**PLEASE NOTE THAT FOLLOW-UP PROPERTY STANDARDS INSPECTIONS MUST BE COMPLETED WITHIN THREE (3) MONTHS FROM THE FIRST INSPECTION DATE.**

#### (4) HISTORY OF THE SUBJECT LANDS

Date of first Occupancy of original dwelling unit: \_\_\_\_\_ Permit No. \_\_\_\_\_  
Date of first Occupancy of second dwelling unit: \_\_\_\_\_ Permit No. \_\_\_\_\_

**A. DOCUMENTATION PROVIDED AND ATTACHED - Existing two-unit house documentation must contain dated material prior to May 22<sup>nd</sup>, 1996. A minimum of one piece of documentation is required.**

BUILDING PERMIT	[ ] YES [ ] NO	OWNER(s) AFFIDAVIT	[ ] YES [ ] NO
THIRD PARTY AFFIDAVIT (tenant/neighbour)	[ ] YES [ ] NO	UTILITY BILLING	[ ] YES [ ] NO
CITY RECORDS (fire/property standards)	[ ] YES [ ] NO	ASSESSMENT RECORDS	[ ] YES [ ] NO
INCOME TAX RECORDS	[ ] YES [ ] NO	HOUSE INSURANCE RECORDS	[ ] YES [ ] NO
BANK MORTGAGE/LOAN RECORDS	[ ] YES [ ] NO	RENT CHEQUES/RECEIPTS	[ ] YES [ ] NO
DATED PHOTOGRAPHS	[ ] YES [ ] NO		

**B. BUILDING AND SITE PLAN REQUIREMENTS – Two sets of sketches are required for review and approval. Each set shall contain the following:**

1. A floor plan sketch of each storey which must show all walls, doors, windows, stairs, kitchen facilities, bathroom facilities, heating systems and smoke alarms. Each room must be labelled and dimensioned.
2. A property sketch showing the dimensions of the building, the location and setbacks of all buildings on the property, as well as the location and dimensions of all parking spaces.

#### (5) DECLARATION OF APPLICANT OR AUTHORIZED AGENT

THE FOLLOWING DECLARATION **MUST** BE SIGNED BY THE APPLICANT OR AGENT

I certify that I have knowledge of the particulars contained in this application and that all the statements contained in this application are in every respect, fully and truly stated to the best of my knowledge and belief and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath by virtue of THE CANADA EVIDENCE ACT.

\_\_\_\_\_  
Signature (Owner or Agent)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

#### (6) APPROVALS (Office use only)

##### ZONING BRANCH

DISTRIBUTED [ ] DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

##### INSPECTIONS BRANCH (BUILDING INSPECTION)

DISTRIBUTED [ ] DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

##### FIRE AND EMERGENCY SERVICES DEPARTMENT

DISTRIBUTED [ ] DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

##### INSPECTIONS BRANCH (PROPERTY STANDARDS)

DISTRIBUTED [ ] DATE \_\_\_\_\_ APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

#### (7) REGISTRATION (Office use only)

Based on the foregoing information, this application for registration of a two-unit house at the location identified has been approved in accordance with By-law 2004-025.

\_\_\_\_\_  
Registrar or Designate

\_\_\_\_\_  
Date

**APPENDIX "A"**  
**AUTHORIZATION TO ACT ON BEHALF OF THE OWNER**

In the event that someone other than the registered owner of the subject property is making this application, the following authorization must be completed.

I, \_\_\_\_\_

being the registered owner of the subject property, hereby authorize:

\_\_\_\_\_

to make application on my behalf to the City of Barrie for the Registration of a Two-Unit House at the property

municipally known as \_\_\_\_\_ in accordance with By-law 2004-025.

Dated at the Town/City of: \_\_\_\_\_

In the Regional Municipality/County of: \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Owner (seal if any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature of Owner (seal if any)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print Name

**NOTE: IF THE REGISTERED OWNER IS A CORPORATION, THE CORPORATE SEAL MUST BE AFFIXED TO THIS FORM IN ADDITION TO THE SIGNATURE OF AUTHORIZED SIGNING OFFICERS.**