

### What is a secondary suite?

A secondary suite is a self contained dwelling unit that has a private kitchen, bathroom facilities and sleeping area.

### How many secondary suites am I permitted?

One secondary suite is permitted per single-detached, semi-detached or townhouse dwelling. They may be contained within the primary residential dwelling or in a building/structure accessory to the dwelling, but not in both.

### May I have a secondary suite in my basement?

Yes, provided it is not wholly contained within a basement or cellar.

### How are secondary suites regulated?

Secondary Suites are regulated through Section 16(3) of the Ontario Planning Act which requires municipal Official Plans to authorize the use of secondary suites. In addition, Zoning Bylaw 034-2014. regulates lot setbacks, lot coverage and maximum height of the secondary suite.

### Do I need to apply for a zoning bylaw amendment for a secondary suite?

No you do not. Secondary suites are considered "as of right" which means that you only need to meet the existing zoning regulations and obtain a building permit.

**Do I require a building permit to construct a secondary suite?** Yes. A building permit is required by law.

**May I build a secondary suite in my barn?** Secondary suites are not permitted in agricultural buildings at this time.



## For more information

Contact the Township of Wainfleet's  
Planning and Building Department

### Office Hours:

Monday to Friday 8:30 a.m. – 4:30 p.m.  
\*closed on Statutory holidays

### Address:

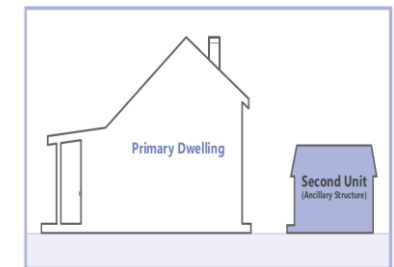
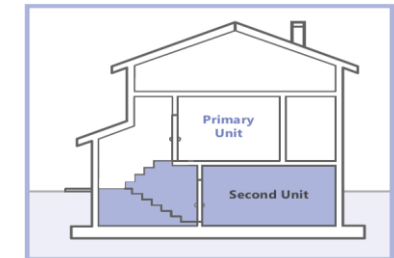
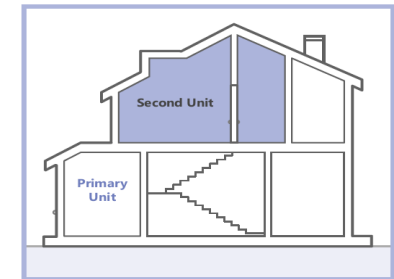
31940 Highway #3  
P.O. Box 40  
Wainfleet, ON  
L0S 1V0

### Contact Information:

Phone: 905-899-3463  
Fax: 905-899-2340  
[www.wainfleet.ca](http://www.wainfleet.ca)

This brochure is intended to provide preliminary information only.

# SECONDARY SUITES



**TOWNSHIP OF  
WAINFLEET**

*"Wainfleet - find your country side!"*

## Building Permit Application Process

### 1. Verify zoning of your property

It is important to speak with the Township planning department prior to applying for your building permit to ensure that your lot is able to accommodate a secondary suite. If you are unable to meet the zoning regulations, a zoning amendment or minor variance may be required.

### 2. Obtain required clearances

If your property falls within a Niagara Peninsula Conservation Authority (NPCA) regulated area you will be required to contact the NPCA to obtain clearance or a permit prior to applying for a building permit from the Township. For properties that abut Highway #3, you will require clearance or a permit from the Ministry of Transportation (MTO) prior to applying for your building permit. This may take upwards of 30 days.

### 3. Verify an adequate septic system exists

You must demonstrate that appropriate septic services exist on site before a building permit can be issued. This is because the Ontario Building code bases septic permits partially based on the number of bedrooms and plumbing fixtures on site with regards . In some cases, a septic upgrade may be required in order to obtain a permit to construct the secondary suite.

### 4. Submitting Your Application – Initial Review

Once you are ready to submit your application you may drop it off at the Township where it will be stamped with the date it was received. Your application will then undergo a preliminary review to ensure that there are no missing documents. This review takes 1-2 business days.

The Township has 10 business days to either issue or deny a building permit application.

### 5. Zoning Review

After the initial review by the Chief Building Official, your application will then go through a thorough zoning review. This is to ensure that your proposed secondary suite meets the zoning provisions for your property and to ensure that any third party permits or clearances (such as NPCA and MTO) have been submitted, if applicable. A zoning review takes 1-2 business days.

### 6. Final Application Review

If there are no missing documents and your proposal meets all zoning regulations, the building department will complete their review to ensure your proposed secondary suite complies with the Ontario Building Code.

In the event your application is missing details or does not comply with zoning, you will be sent a deficiency letter outlining what documents are missing or what regulations you do not meet. The mandatory 10 business day review pauses until the applicant is able to resolve the deficiencies.

### 7. Permit Issuance and Payment

You will receive a phone call letting you know that your permit is ready and that payment can be submitted. Payment is required prior to a building permit being released to the property owner or his/her authorized agent.

### 8. Inspections

Periodic inspections will be required throughout the construction of the secondary suite. The required inspections will be listed on your permit.

### 9. Permit Closure

Permits are valid for 1 year from date of issue. Extensions are available for a fee if additional time is required.

