



Frequently Asked Questions – Secondary Dwelling Units

1. What is a Secondary Dwelling Unit?

A secondary dwelling unit is a dwelling unit that is ancillary and subordinate to a primary dwelling unit that may be contained within the main building on a lot or in an accessory building.

2. Why is the City permitting Secondary Dwelling Units?

The Strong Communities through Affordable Housing Act requires that municipalities across Ontario amend their planning documents to facilitate the creation of second suites. Secondary dwelling units provide a form of affordable housing and help owners defray the cost of home ownership.

3. What type of building can I have a secondary dwelling in?

A secondary dwelling is allowed within a single detached, semi-detached, row or street townhouse dwelling or a building accessory thereto provided that a maximum of one secondary dwelling unit shall be permitted on a lot.

4. Where are secondary dwellings not allowed?

- a) A secondary dwelling unit is not permitted in a dwelling that is deemed to be a permitted use under Section 4.16 of Zoning By-law 2010-100Z;

4.16 LEGAL EXISTING DWELLINGS

Notwithstanding any other provision of this By-law to the contrary, all dwellings and dwelling units, other than mobile home dwellings and any dwelling located within an "EP", Environmental Protection Zone, legally existing as of the date of adoption of this By-law, shall be deemed to be permitted uses, and nothing in this By-law shall apply to prevent the rebuilding, repair, alteration or use of any such dwelling or dwelling unit in accordance herewith, provided that such use has continued uninterrupted since the date of the passing of this By-law, no additional dwelling units are created and no other changes are made except where specifically permitted hereby and in accordance with the density provisions set out in Section 2.2 of this By-law. (By-law 2014-235Z)



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- b) Within a dwelling located in an “EP” Environmental Protection Zone;

<http://www.greatersudbury.ca/content/zoningbylaws/2010/keymap2010.pdf>

- c) Within a dwelling that is permitted accessory to a permitted non-residential use in Section 4.40.2 of Zoning By-law 2010-100Z;

4.40.2 Accessory Dwelling Units

One dwelling unit on a lot shall be permitted accessory to permitted non-residential uses in any zone other than a Shopping Centre Commercial (C5) Zone, except where a dwelling unit is a permitted use in a zone, provided that no dwelling unit shall be located within a portion of a non-residential building which is used:

- a) To house livestock;*
- b) As part of a fuel depot operation or any premises that has flammable fluids or hazardous materials stored in bulk for commercial purposes;*
- c) For a marina;*
- d) For an automotive body shop;*
- e) For an automotive repair shop;*
- f) For an automotive service station;*
- g) For a vehicle repair shop; or,*
- h) For a vehicle sales or rental establishment.*

- d) On a lot containing a garden suite; or

Garden Suite: A one unit detached residential structure containing bathroom and kitchen facilities that is ancillary to a single detached dwelling and that is designed to be temporary and/or portable

- e) Within a building or structure accessory to a), b) or c) above;

5 Do I need a building permit to put in a secondary dwelling unit and how much will it cost?

Yes, a building permit is required. You should contact the Building Services department at (705) 674-4455 Ext. 4278 to obtain additional information on the requirements to obtain your permit for a secondary dwelling unit or consult the online Information Guide for Homeowners. Building permit fees are calculated by square footage and development charges may be applicable depending on the size of your unit as per the Development Charge bylaw.



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6 What if I want to build an addition to my house to create a secondary dwelling unit?

An addition or exterior alteration to a primary dwelling to accommodate a secondary dwelling unit is permitted provided that it does not result in the creation of:

- a) An additional entrance to the main building facade that faces a public road;
- b) An additional exterior entrance above the first storey; and
- c) Additional exterior stairs or stairwells for entrances below finished grade along a wall facing a public road.

7 What if I want to put a secondary dwelling unit in another building on my property?

Secondary dwelling units are permitted in accessory structures with the following conditions:

Where a secondary dwelling unit is located in all or part of a building accessory to a primary dwelling the secondary dwelling unit:

- a) Shall not be permitted in the form of a mobile home dwelling in all Residential (R), Commercial (C), and “FD”, Future Development Zones;
- b) May be in the form of a mobile home dwelling in a (RU), Agricultural (A) or Rural Shoreline (RS) zones;
- c) In Rural (RU), Agricultural (A) or Rural Shoreline (RS) zones shall:
 - i) have a maximum net floor area of 45 percent of the gross floor area of the primary dwelling on the lot. For the purposes of this Section of Zoning By-law 2010-100Z, net floor area shall be the gross floor area of the accessory building excluding any parking areas within the accessory building; and
 - ii) be located no more than 30 metres from the primary dwelling at their closest.



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8 What if I want to build a new structure with two units on a lot that is only zoned for one unit? Do I have to rezone?

No, rezoning is not required as long as you can meet the requirements set out in CGS Zoning By-law 2010-100Z for a secondary dwelling unit. This may require a design slightly different from what you had originally intended but doing your research ahead of time can ensure you get the result you want.

9 Are there any other associated fees for putting in a secondary dwelling unit?

Yes, other than the building permit fee, possible development charges and plumbing permit there is a one-time registration fee of \$ for your secondary unit.

10 Do I have to register my secondary dwelling unit?

Yes. Greater Sudbury Council has enacted By-law # 2016-xx requiring that all secondary units be registered and this information can be found at www.greatersudbury.ca.

11 Do I need to provide parking for my secondary dwelling unit?

Yes, you will need to provide a minimum of one additional parking space for your secondary unit that meets the size and location requirements of CGS Zoning By-law 2010-100Z. Contact Building Services at 311 for further information regarding parking requirements.

12 What if I purchase a house with a secondary unit, how will I know if it's legal?

The Secondary Unit registry is available at www.greatersudbury.ca. You will be able to access and search the registry to determine whether the unit has been registered or not.



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13 What if the secondary unit has been there for a long time and is not registered?

The onus of responsibility falls upon the homeowner to provide proof of legal non-conforming status for a pre-existing unit. However, this does not automatically make the secondary unit legal and it would still need to be registered to ensure it conforms to the minimum requirements of Building, Electrical Safety Authority, Fire and life safety regulations, as well as complies with the City of Greater Sudbury Property Standards By-law #2011-277.

14 Do I need to live in my house to be able to put a secondary dwelling unit in?

No, as long as you own the home and it meets the criteria of the Secondary Dwelling Unit in the CGS Zoning By-law you can put in a secondary dwelling unit even if you don't reside in the house.

15. What if I have a duplex on an R2 zone? Do I have to register it?

No, a duplex is not captured by the Secondary Dwelling Unit Registration By-law as it is already legal by virtue of the existing zoning and building permit.

16. What if I have a legal second unit? Can I be on the registry?

If you have a dwelling unit created by site specific zoning by-law amendment, and meet the criteria for secondary dwelling units and have obtained a building permit to create the dwelling unit in compliance with the Ontario Building Code, you are eligible to register your second dwelling unit as part of the Registration of Secondary Dwelling Units By-law.

This will ensure that you have the same benefits of having your legal second dwelling unit listed on the public registry as someone creating a secondary dwelling unit as defined in Zoning By-law 2010-100Z.



Frequently Asked Questions – Secondary Dwelling Units

17. How will delivery and emergency people know what unit to go to?

(1) To signify to emergency responders and wayfinders the presence of a registered Secondary Dwelling, every Owner of a property on which there is a single detached dwelling, a semi-detached dwelling, a row dwelling, a street townhouse dwelling with respect to which a Secondary Dwelling Unit has been registered, shall:

- (a) place or cause to be placed, the letters SU in a location immediately below the municipal street number on the building;; and
- (b) maintain in place or cause to be maintained in place, the letters SU in the the location described in 12(1)(a).

(2) The Owner shall ensure that the letters SU required under subsection 12(1) meet the following requirements. The letters used shall be:

- (a) no less than
 - (i) 3 inches in height if the building setback from the streetline does not exceed 10 feet;
 - (ii) 4 inches in height if the building setback from the streetline does not exceed 30 feet;
 - (iii) 6 inches if the building setback from the streetline does not exceed 50 feet; and
 - (iv) a size approved in writing by the CBO if the building setback from the streetline exceeds 50 feet.
- (b) in printed format, not in cursive;
- (c) in a contrasting color to the background; and
- (d) clearly legible in both daylight and at night, when viewed from the street.