

Customer Portal

How To: Apply for a Secondary Suite Permit

WHAT ARE SECONDARY AND BACKYARD SUITES?

Secondary suites - are separate dwelling units that are completely contained within a home. They are often referred to as in-law suites or basement apartments.

Backyard suites - are separate free-standing buildings, either built overtop an accessory structure like a garage, or simply on their own. They are often referred to as granny suites, carriage flats and could be in the form of a tiny house.

Once you are sure you are applying for a secondary suite, follow these steps:

1. From customer portal apply for 'Residential Building Permit'

Apply for a Permit

Before you begin a new permit application, ensure you have reviewed our [Permitting Web Pages](#) and [How To Guides](#)

1. Review the detailed information about the different [Permit Types](#)
2. Review the different [Building Structures/Use Designations](#)
3. Review the different [Types and Scopes of Work](#)

- Draft permits are created as soon as you select a permit type
- Save your permit and come back to work on it anytime
- Permits stay in draft until paid and submitted

Get started by selecting a permit type below

| | | |
|---|--|--|
| <h4>House & Home Permits</h4> <p><small>Instructional Text - test</small></p> <ul style="list-style-type: none">Fence ConstructionSwimming Pool PermitResidential Building PermitSolar PermitDeck PermitMobile Home Permit | <h4>Commercial Permits</h4> <p><small>Instructional Text - test</small></p> <ul style="list-style-type: none">Mixed Use & Commercial Building PermitSign Permit | <h4>Street & Services Permits</h4> <p><small>Instructional Text</small></p> <ul style="list-style-type: none">Water PermitRight of Way PermitDevelopment - Right of Way Permit |
|---|--|--|

Related/Additional Permits

Instructional Text

- [Application to Occupy](#)
- [Lot Grading Permit](#)
- [Development Only Permit](#)
- [Blasting Permit](#)
- [Demolition Permit](#)
- [Grade Alteration Permit](#)

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2. Within permit application select:

- **Application:** select the dwelling that best represents your situation
- **Type of work:** is either renovation or addition
- **Primary Work Scope:** in most cases this will be filled in automatically
- **Number of Dwelling Units:** enter added and removed
- **Work Description:** provide a description of what you are doing. Is it an accessory building being converted? Is it a tiny house? Is it a new structure? Be as descriptive as possible to help us understand the space.

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APPLICATION INSTRUCTIONS

- Measurements must be entered in metric.
- Meters Squared is Length (in meters) multiplied by Width (in meters).

APPLICATION

Type of permit you are applying for: Residential Building Permit

* Select the option that best describes the application:

- (None)
- Accessory Structure
- Agriculture
- Aquaculture
- Commercial
- Dwelling - Multiple Units
- Dwelling - Seasonal
- Dwelling - Semi-Detached
- Dwelling - Single Detached
- Dwelling - Townhouse
- Industrial
- Institutional and Governmental
- Mixed Use - Residential & Other Use(s)

* What type of work will be done:

- (None)
- Addition
- Emergency Remediation Work
- New Building
- Renovation

* Pick the primary work scope:

* Number of Dwelling Units

* Added: * Removed:

* Work Description:

[+]
[-]

Secondary Suites

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3. Provide your contact information and the location of the property where the secondary suite will be located. This can be entered as civic address or as a PID. To enter locations, use the search button and type the address (do not include road, street, avenue etc.). Select the address from the list of returned results. For more detailed instructions on entering an address click [here](#).

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LOCATIONS
Addressed Locations
From here you can search and find parcels by address and add them to your application. ADMIN

* Address:

| Parcel ID | Address | Net Acres |
|-------------|---------|-----------|
| Total Area: | | |

Specific Location:

OWNER/TENANT

* Name:

* Mailing Address:

* City/Town:

* State/Province:

* Zip/Postal Code:

* Phone Number: () -

Email Address:

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4. Complete the Occupancy section of the application.

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Please enter occupancy information.ADMIN

*OCCUPANCY

+ Add Occupancy

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You are responsible for completing the fields marked with an Asterix, as well as the "Floor" field. Municipal staff will complete the remaining fields.

- Occupancy Type:** Secondary Suite
- Square Meters:** is the size (area in metric) of the secondary suite.
- Floor:** is selected from a pull-down menu. It reflects where in the current dwelling the secondary suite will be located (ex. Basement Suite vs Attic Suite)

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Please enter occupancy information.ADMIN

*OCCUPANCY

+ Add Occupancy

| * Occupancy Type | Building Code Classification | * Square Meters | Floor | Sprinklers? | Heated | Finished |
|------------------|------------------------------|-----------------|------------------|-------------|--------|----------|
| Secondary Suite | (None) | 70 | <=4UD - Basement | (None) | (None) | (None) ✖ |

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5. Answer the questions in the application.

Reminder - All fields marked with an Asterix are required, and all measurements are in metric.

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Provide the following information. Note, all mandatory fields [] must be filled in and all measurements must be in metric.*

CONSTRUCTION DETAILS

*What is the Proposed Total Area of the Building Footprint?

*What is the Overall Height of the Building?

*Indicate the proposed number of storeys in building height:

*Indicate which HRM Construction Debris Disposal Location you will use:

*Will a Sprinkler System be Installed?

*Will there be work in the Municipal Right of Way?

*Will there be plumbing installed? Yes No (None)

*Will a Foundation be installed? Yes No (None)

ADDITION / RENOVATION

*Will there be an alteration to the existing External Walls? Yes No (None)

*Will there be an increase to the Height of Building? Yes No (None)

*Will the proposed work alter the existing Sewage Disposal System? Yes No (None)

RESIDENTIAL

Number of Full Baths: Type of Heat:

Number of Half Baths: Fireplace:

*Indicate the Number of Existing Residential Units:

*Indicate the Number of Proposed Residential Units:

PROJECT VALUE

*Building Project Value: Mechanical Project Value:

Electrical Project Value: Plumbing Project Value:

Total Project Value: \$0.00

HERITAGE

*Municipal Heritage: Yes No (None)

*Provincial Heritage: Yes No (None)

EQUIPMENT

For this permit application, list all the equipment that will be added or changed. Use the Equipment button to add the information.

| Description | Quantity |
|-------------|----------|
|-------------|----------|

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Building Permit BP-2021-00261 (Draft)

Provide the following information. Note, all mandatory fields [*] must be filled in.

CONSTRUCTION DETAILS

* What is the Proposed Total Area of the Building Footprint?

* What is the Overall Height of the Building?

* Indicate the proposed number of storeys in building height:

* Indicate which HRM Construction Debris Disposal Location you will use:

* Will a Sprinkler System be Installed?

* Will there be work in the Municipal Right of Way?

* Will there be plumbing installed? Yes No (None)

* Will a Foundation be installed? Yes No (None)

ADDITION / RENOVATION

* Will there be an alteration to the existing External Walls? Yes No (None)

* Will there be an increase to the Height of Building? Yes No (None)

* Will the proposed work alter the existing Sewage Disposal System? Yes No (None)

RESIDENTIAL

Number of Full Baths: Type of Heat:

Number of Half Baths: Fireplace:

* Indicate the Number of Existing Residential Units:

* Indicate the Number of Proposed Residential Units:

PROJECT VALUE

* Building Project Value: Mechanical Project Value:

Electrical Project Value: Plumbing Project Value:

Total Project Value: \$0.00

HERITAGE

* Municipal Heritage: Yes No (None)

* Provincial Heritage: Yes No (None)

EQUIPMENT

For this permit application, list all the equipment that will be added or changed. Use the Equipment button to add the information.

| Description | Quantity |
|-------------|----------|
| | |

Secondary Suites


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6. **Documents Page:** The next step in the application is to upload documents to support your application. (for additional information on how to upload a document please click [here](#).)

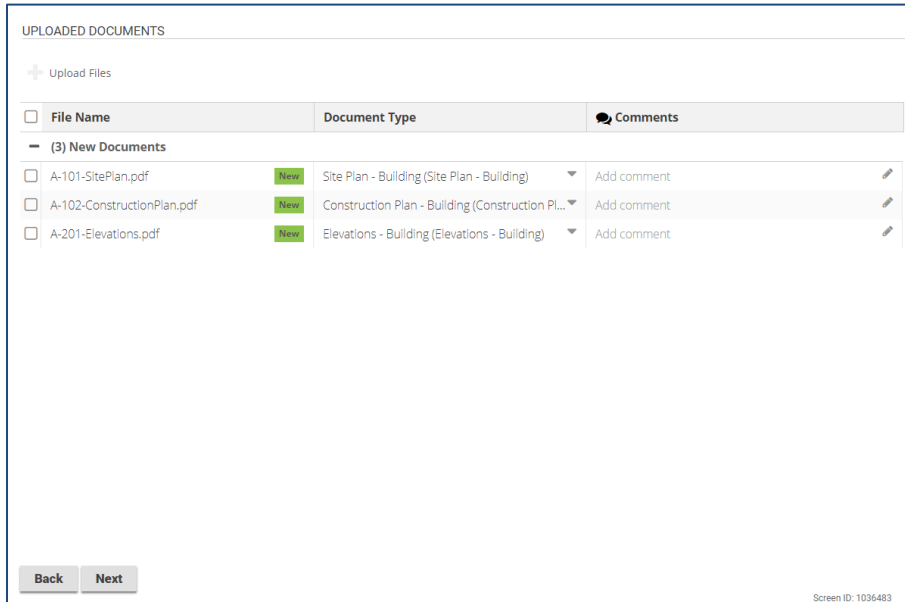
The following documents must be provided:

| IF an Addition: | If a Renovation (no increase in floor area): |
|-------------------|--|
| Site Plan | Site Plan |
| Construction Plan | Floor Plan (Showing Existing) |
| Elevations | Floor Plan (Showing New) |

|  Residential Building Permit BP-2021-00240 (Draft) | | | | |
|--|----------|--|--|----------------------|
| Please upload some documents for your application below.ADMIN | | | | |
| DOCUMENTS TO ATTACH | | | | |
| | Uploaded | Attachment Type | Description | Sample Form |
| Required | | Construction Plan | | Open |
| Required | | Elevations - Building | Building elevations must include north, south, east and west views with height dimensions from finished grade to the highest point of the roof, wall dimensions with window and door sizes and locations. | Open |
| Optional | | A11 Certification of Field Review | All A11 Certifications of Field Review must be uploaded and approved prior to the issuance of the Certificate of Occupancy or the Certificate of Completion. | None |
| Optional | | A2 Letter of Undertaking - Architectural | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A2 Letter of Undertaking. | None |
| Optional | | A3 Letter of Undertaking - Structural | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking. | Open |
| Optional | | A4 Letter of Undertaking - Mechanical | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A4 Letter of Undertaking. | None |
| Optional | | A5 Letter of Undertaking - Electrical | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A5 Letter of Undertaking. | Open |
| Optional | | A8 Letter of Undertaking - Plumbing | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A8 Letter of Undertaking. | Open |
| Optional | | Citadel Rampart Review Letter | A Citadel Rampart statement of compliance from licensed surveyor. | Open |
| Optional | | Energy Efficiency Performance Program Registration | | None |
| Optional | | Landscaping Plan | | Open |
| Optional | | Location Certificate - Building | The location certificate must be certified by a registered surveyor, showing the location of the Building on the property. | None |
| Optional | | Pro Structural Design / Existing Conditions Letter | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A3 Letter of Undertaking. | None |
| Optional | | Professional Geotechnical Design | If the application is equal to Renovation, a Professionals Approval of Existing Conditions Letter could be submitted in place of the Professional Design and A7 Letter of Undertaking. | Open |
| Optional | | Site Plan - Building | Site plan must include lot dimensions and the footprint of the existing building, proposed addition, and any projections such as decks, roof overhangs and doorsteps. It must also indicate the proposed building's distance from all property boundaries, the location and dimensions of the driveway, existing buildings and setbacks to existing buildings. In addition, watercourse buffer and coastal area information (calculated in accordance with the applicable land use by law), when required. When building is within the service boundary include: -Wastewater, Storm-water and Water Service Laterals -Fire Department connection locations -Hydrant locations | Open |
| Optional | | Supplemental Document | Supplemental Document | None |
| Optional | | View Plane Review Letter | A view plane statement of compliance from licensed surveyor. | Open |

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Once the documents are uploaded if you have not followed the document naming convention you will need to select the document type from the pull-down list. For information on document naming conventions click [here](#).



The screenshot displays the 'UPLOADED DOCUMENTS' section of a web application. At the top, there is an 'Upload Files' button. Below it is a table with three columns: 'File Name', 'Document Type', and 'Comments'. The table contains three rows of documents, each with a 'New' status indicator and an 'Add comment' link. At the bottom of the interface, there are 'Back' and 'Next' buttons, and a small 'Screen ID: 1036483' label.

| <input type="checkbox"/> File Name | Document Type | Comments |
|---|---|-------------|
| (3) New Documents | | |
| <input type="checkbox"/> A-101-SitePlan.pdf | New Site Plan - Building (Site Plan - Building) ▾ | Add comment |
| <input type="checkbox"/> A-102-ConstructionPlan.pdf | New Construction Plan - Building (Construction Pl... ▾ | Add comment |
| <input type="checkbox"/> A-201-Elevations.pdf | New Elevations - Building (Elevations - Building) ▾ | Add comment |

7. Contractor's Page

Select your contractor from the list of registered contractors.

- Select 'Add contractor'
- In pop-up window enter contractor's business name
- Click search
- Select your contractor from the list.

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Note: if your contractor does not have a registered account they will not be found in the search. Contact your contractor and have them register with a contractor profile.

If you do not have a contractor leave this field blank. It will be assumed the applicant is doing the work.

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CONTRACTORS

Click Add Contractors button to attach Contractor(s) who will be performing the work.

- You must Indicate the Prime Contractor
- If you are applying as a contractor, you MUST also add yourself as a contractor here

+ Add Contractors

| Prime? | Type |
|--------|------|
|--------|------|

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8. Contacts Page

The first line of this page populates automatically with the applicant's information. You can now add additional contact information if there are others who should be contacted about the permit. In this section you can specify their relationship to the permit and if they should also receive notifications about this permit.


- Click + Contacts and supply the requested contact information.

If you previously added a contractor, they will also appear here as a contact.

NOTE: all correspondence about the permit will by default go to the applicant.

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+ Contact

| Name | Contact Type | Phone | Email | |
|---|--------------|----------------|--------------------|----------|
|  Jason's Incredible Interiors Contractor | Contractor | (902) 476-4488 | jthibeau@gmail.com | × |

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9. Attestation and Pay:

- A summary of fees appears on this page.
- You will be required to “sign” the attestation by selecting the box confirming you have read and understand the statement.
- At the bottom of the page you can ‘Pay and Submit’ your permit application.

Note: In red text at the bottom of this page you will be notified if additional related permits are required. They must be applied for separately. This permit application cannot proceed until the related permits are also submitted (applied for and paid). See image below for example.

Note: All secondary suites within the municipal waste-water boundary will require a water permit.

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SUBMIT APPLICATION

I certify I am submitting this application, including all of the required supporting information, for approval with the consent of the owner(s) of the subject property(s). My identification as the applicant means that I am the primary contact with HRM in all matters pertaining to this application unless otherwise noted.

Your permit application is ready to be submitted. Please click the "Pay Fees & Submit Application" button to submit your application. You may also click the "Save" button to return to this application at a later time.

FEES

The following fees must be paid as part of your permit application.

| Description | Amount | Balance |
|--|----------|----------|
| Residential Development Permit Application Fee | \$200.00 | \$200.00 |
| Residential Unit Based Solid Waste Fee | \$248.29 | \$248.29 |

COLLECTION AND USE STATEMENT

Halifax Regional Municipality (HRM) is committed to protecting your personal information. HRM's online permitting, licensing and compliance system – POSSE LMS - is hosted by Computronix. Computronix stores the information you provide to its servers in Canada. Computronix is required to protect your personal information in a manner that is consistent with HRM's legislative obligations.

In accordance with Section 485 of the Municipal Government Act (MGA), the personal information collected will only be used by municipal staff and, if necessary, individuals under service contract with the Halifax Regional Municipality for purposes relating to the processing of your application and for the management and administration of the permitting, licensing and compliance system. If you have any questions about the collection and use of this personal information, please contact the Access and Privacy Office at 902-490-7460 or accessandprivacy@halifax.ca.

You will require the following permit(s) in addition to this one:
Water Permit

Secondary Suites