

TOWN OF Conception Bay South



Subsidiary Apartment Removal

I hereby apply to remove an existing Subsidiary Apartment at the following address:

Address: _____

The following requirements apply to the removal of a Subsidiary Apartment.

The Town of Conception Bay South considers a subsidiary apartment to be present when:

1. A separate kitchen is present.
2. Washroom facilities are present in the unit separate from the main dwelling unit.
3. An entrance provides access to the apartment without entering the principal dwelling unit.
4. A sleeping/living area is present.

The following criteria must be met in order for the Town to recognize that the subsidiary apartment no longer exists:

1. Removal of either the cooking facility (stove) and/or the washroom facility. The stove outlet must be removed by a qualified electrician.
2. The subsidiary apartment must be open and accessible from the main unit and any locking devices which separate the apartment from the principal dwelling unit must be removed.
3. You must book an inspection by calling 834-6520. A Building Inspector from the Town will visit the property to confirm that these conditions have been met.

Declaration

I acknowledge that I will have to apply for and receive a building permit from Town for the re-use of the apartment and that the apartment will have to meet all the requirements of the National Building Code and Town regulations in effect at that time.

I acknowledge that all compliance letters issued by the Town will no longer recognize the subsidiary apartment.

I declare that I am not, and will not, use the space as an apartment now or in the future without obtaining a permit from the Town.

I hereby declare that I have read and understand the foregoing requirements to lawfully remove a subsidiary apartment on the subject property. I agree to abide by the Town's regulations regarding the removal of this apartment unit, otherwise I understand that I may be liable to legal proceedings by the Town.

Date

Print name

Owner's Signature