

Municipal Addressing for Second Dwelling Units

Visible municipal addressing and signage is very important for effective and timely emergency services to our community. Proper addressing is also important for identification of your home, mail delivery, waste collection, and utility service provision. The following information and requirements are included in the Town's Municipal Addressing By-law.

Assigning the Second Dwelling Unit Municipal Address

The municipal address for your second dwelling unit will be assigned by the Town.

The municipal address for the main residential dwelling will remain the same, so you will not need to change your existing address. The second dwelling unit will be assigned the same numerical address as well the alpha character "B".

Example: 123 Wasaga Beach Drive (Main Dwelling) and 123B Wasaga Beach Drive (Second Unit)

Posting the Second Unit Municipal Address

It is important that the address for your second unit is clearly posted on your home. A visible and easily identifiable municipal address helps eliminate confusion for emergency responders, service providers, and visitors. In order to ensure that municipal address numbers are visible, the following requirements must be met:

For Buildings Less Than 22.86m (75ft) from Front Lot Line

- The owner must display BOTH the municipal address numbers for the main dwelling and the second unit (Ex: 123 and 123B) to the façade of the building on a contrasting background in clear legible numbers, the numbers being a minimum height of 12.7 cm (5 inches).
- The owner must also display the second unit municipal address number on, above, or beside the entryway of the second dwelling unit (Ex: 123B). This is applicable for a separate side or rear entrance.
- Where the primary entrance to the second unit is through a shared stairway or hallway inside of your home, the address of the second dwelling unit must be displayed on, above or beside the doorway that provides direct access to the second dwelling unit.

For Buildings More Than 22.86m (75ft) from Front Lot Line

- The same municipal addressing requirements that are identified above apply to the building.
- In addition to the above, the owner must also apply for and purchase a blue and white reflective municipal address sign for the second dwelling unit which will be posted by the Town at the street line. These address signs allow for faster property identification for buildings set further back from the front lot line.
- These signs can be purchased from the Municipal Law Enforcement and Licensing Department. The signs will be created and installed by the Town on the owner's behalf. Please direct any questions about this signage to the Municipal Law Enforcement and Licensing Department at (705) 429-2511 or by e-mail at wbb@wasagabeach.com.