



After you have completed the form, hit the submit button to email it to utilityfees@mission.ca. Depending on the version of Adobe Acrobat your computer is using, you may be required to download this form and save it as a PDF prior to filling it in.

REPORTING A SECONDARY DWELLING UNIT (SUITE)

Address: _____
please print location of secondary dwelling

I, _____ am reporting that the above property contains a secondary dwelling.
please print your name

Reported as the Home Owner

Reported as a third party

This property will have a secondary dwelling unit utility charge (water, sewer, garbage, and recycling/composting) added to the property tax and utility accounts where applicable. This billing reflects the use of these lands from a utility consumption standpoint only. It may be that the use of the land breaches other bylaws of the City of Mission (e.g. Building Bylaw or Zoning Bylaw). The City reserves the right to enforce those bylaws.

Only one secondary dwelling unit per property is allowed.

Date

Home/Cell Phone No.

E-mail Address

We will use our best efforts to ensure that the information you submit to us remains private, and that it is only used to report a secondary dwelling unit.

FOR OFFICE USE ONLY:

Inspection Scheduled:

Date

Time

Inspection Completed:

Date

Bylaw Inspector

SDU Removed

No SDU Found

Utility Coding Updated

Property Tax Commented

Engineering - Garbage & Recycling Pick-up

BC Assessment Updated

Roll Number _____