



## CITY OF CORNER BROOK

### Policy Statement

<b>Index</b>	Finance and Administration		<b>Section</b>	Taxation		
<b>Title</b>	Additional Unit Removal Policy		<b>Policy Number (Index-Sector-No.)</b>	11-0804	<b>Authority</b>	Council
<b>Approval Date:</b>	08 Jun 2015	<b>Effective Date</b>	06 Jul 2005		<b>Last revision date</b>	08 Jun 2015

#### **Purpose:**

The purpose of this statement is to make available an option for a taxpayer to de-register an apartment that they will no longer rent.

#### **Policy Statement:**

The City of Corner Brook permits taxpayers to de-register apartments in residential units. De-registration will only be permitted where a taxpayer incorporates the apartments into his/her dwelling and the space is not offered for rent.

#### **Definitions:**

A unit is defined as "a space providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation".

{Each unit in a dwelling or building is subject to a unit charge for water and sewer. The determination of a unit is the responsibility of Municipal Assessment Agency.}

#### **References:**

15-146

FASC15-70

CC05-133

CPS05-49(b)

**Detailed Action Required:**

If a taxpayer wishes to de-register an apartment, they must:

1. Ensure the apartment is an extension of the main dwelling unit by creating access to the area from the main dwelling unit by an interior door or archway of not less than 30" wide.
2. The tax payer is responsible to notify the City if he/she wishes to de-register an apartment. To do that, the taxpayer must complete a de-registration application. Following completion of the application the Building Inspection Department will inspect the dwelling.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[REDACTED]  
MAYOR

[REDACTED]  
CITY CLERK

