



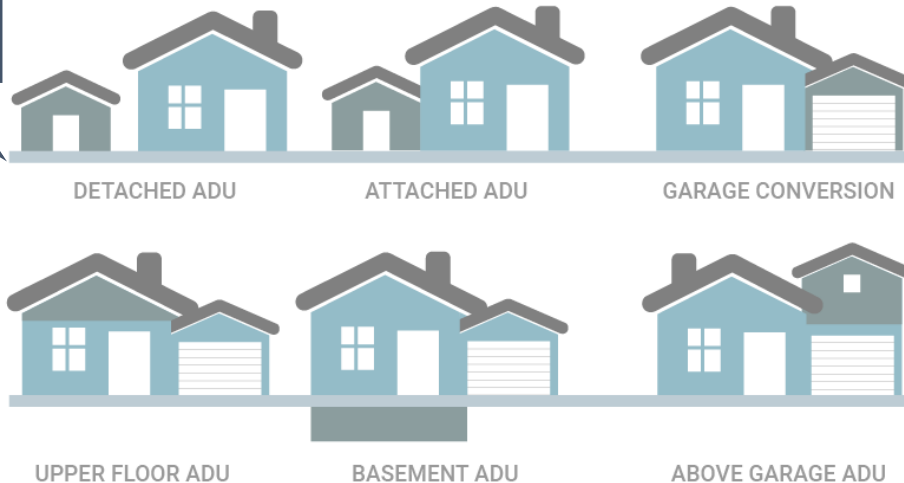
Additional Dwelling Unit Information & Checklist

What is an 'Additional Dwelling Unit' (ADU)?

Section 5 of the Zoning By-law 2002-54, as amended, defines this as:

"Additional Residential Unit shall mean a separate residential unit that is located within a detached house, semi-detached house, or rowhouse, or within a building or structure that is ancillary to a detached house, semi-detached house, or rowhouse."

Note: When permitted, in a detached 'ADU' the accessory use must still exist unless in compliance with requirements of a tiny home or garden suite



What is a 'Garden Suite'?

Section 5 of the Zoning By-law 2002-54, as amended, defines this as:

"Garden Suite shall mean a detached residential building containing one dwelling unit that is accessory to a principal residential building and that is designed to be portable and provide year-round living accommodations in accordance with the garden suite provisions of the Planning Act."

What is a 'Tiny Home'?

Section 5 of the Zoning By-law 2002-54, as amended, defines this as:

"Tiny Home shall mean a detached residential building containing one dwelling unit that is accessory to a principal residential building and that is designed to be portable and provide year-round living accommodations in accordance with the

garden suite provisions of the Planning Act, but does not include recreational vehicles, travel trailers, tent trailers or motor homes”.

Where/What is Permitted?

If located in an R2 zone, the following criteria must be adhered to:

- proposed within the primary dwelling unit
(**not** permitted within accessory building in this zone)
- the lot is greater than 4,000 square metres
- complies with the zone provisions of Section 12.2
(R1 section of the Zoning By-law)
- the size of the proposed unit is less than that of the primary dwelling unit
- adequate servicing is available or proposed via private or municipal services
(i.e., well, on-site sewage system capacity)
- proposed construction is in conformity with the Ontario Building Code and
designed for year-round habitation
(refer to the building permit application checklist below)
- access from a public street and a minimum of one (1) off-street parking space is
available

If located in an R1, R3 or R4 zone, the following criteria must be adhered to:

Within primary dwelling unit:

- proposed within the primary dwelling unit
- complies with the zone provisions of the applicable zone – including minimum lot
area (i.e., R1, R3 or R4)
- the size of the proposed unit is less than that of the primary dwelling unit
- adequate servicing is available or proposed via private or municipal services
(i.e., well, on-site sewage system capacity)
- proposed construction is in conformity with the Ontario Building Code and
designed for year-round habitation
(refer to the building permit application checklist below)
- access from a public street and a minimum of one (1) off-street parking space is
available

Within an accessory structure (includes garden suites and tiny homes):

- a primary dwelling unit is existing on the property
- the accessory use must still exist in the structure (i.e., garage, shed)
- complies with the zone provisions of the applicable zone (i.e., R1, R3 or R4),
including the following:
 - minimum lot area
 - front yard setback
 - rear yard setback (reduced to 1.5 metres if building height does
not exceed 5 metres)

- side yard setbacks (reduced to 1.5 metres if building height does not exceed 5 metres)
- minimum separation of 2 metres from principal dwelling unit
- maximum height requirement
- maximum lot coverage
- flood proofing by-law (only applicable to properties waterfront to Lake Huron or Georgian Bay)
- the size of the proposed unit is less than that of the primary dwelling unit
- adequate servicing is available or proposed via private or municipal services (i.e., well, on-site sewage system capacity)
- proposed construction is in conformity with the Ontario Building Code and designed for year-round habitation (refer to the building permit application checklist below)
- access from a public street and a minimum of one (1) off-street parking space is available

If located in an RU1 or RU2 zone, the following criteria must be adhered to:

Within primary dwelling unit:

- proposed within the primary dwelling unit
- complies with the zone provisions of the applicable zone – including minimum lot area (RU1 section of the Zoning By-law)
- the size of the proposed unit is less than that of the primary dwelling unit
- adequate servicing is available or proposed via private or municipal services (i.e., well, on-site sewage system capacity)
- proposed construction is in conformity with the Ontario Building Code and designed for year-round habitation (refer to the building permit application checklist below)
- access from a public street and a minimum of one (1) off-street parking space is available

Within an accessory structure (includes garden suites and tiny homes):

- a primary dwelling unit is existing on the property
- the accessory use must still exist in the structure (i.e., garage, shed)
- complies with the zone provisions of the applicable zone (residential use of RU1 section of the Zoning By-law), including the following:
 - minimum lot area of 4,000 square metres
 - front yard setback
 - rear yard setback (reduced to 1.5 metres if building height does not exceed 5 metres)
 - side yard setbacks (reduced to 1.5 metres if building height does not exceed 5 metres)
 - minimum separation of 2 metres from principal dwelling unit
 - maximum height requirement

- maximum lot coverage
- no further than 50 metres from an existing residential dwelling located within the existing building/farm cluster
- flood proofing by-law (only applicable to properties waterfront to Lake Huron or Georgian Bay)
- the size of the proposed unit is less than that of the primary dwelling unit
- adequate servicing is available or proposed via private or municipal services (i.e., well, on-site sewage system capacity)
- proposed construction is in conformity with the Ontario Building Code and designed for year-round habitation (refer to the building permit application checklist below)
- access from a public street and a minimum of one (1) off-street parking space is available

Two Additional Residential Units (only applicable to RU1 or RU2 zones):

In addition to the above referenced requirements for a unit located within a primary dwelling unit and/or the accessory building, you must disregard the above referenced lot area adhere to the following criteria:

- minimum lot size of 6,000 square metres

What is Required for a Building Permit?

All permit applications must be completed online via Cloudpermit. Please ensure the following documentation is included/submitted:

- septic permit application (if required)
- site plan, inclusive of the following details:
 - location of existing principal dwelling unit
 - location of additional dwelling unit (either in existing dwelling or in accessory structure)
 - all existing structures including dimensions
 - distance from additional residential unit from primary dwelling (if applicable)
 - location and demonstration of parking spaces required
 - location of septic system
- construction plans
 - for existing dwelling:
 - all rooms indicated and dimensions provided (indicate any unfinished spaces)
 - detail provisions for fire separations and gas proofing
 - demonstrate overall compliance with Ontario Building Code
 - for new construction:
 - all rooms indicated and dimensions provided (indicate any unfinished spaces)
 - detail provisions for fire separations and gas proofing
 - detail wall, foundation, and roof construction

- detail compliance with the energy efficiency design summary (EEDS)
- demonstrate overall compliance with Ontario Building Code
- Energy Efficiency Design Summary (EEDS) Form
- Schedule 1: Designer Information Form
- specification for engineered product (i.e., engineered roof trusses, floor joists, LVLs – if applicable to new construction)

Any questions pertaining to the content of this checklist or if further information is needed, please do not hesitate to contact the Building Department for assistance.