

Step-by-Step Guide to Accessory Dwelling Unit Registration

For reference below is are step-by-step direction on how to register an accessory dwelling unit (ADU). For reference there are two (2) process. One for ADUs in existence prior to 1994 and another process for ADUs in existence following 1994. For additional information please see (<https://www.townofbwg.com/Pages/Services/Planning/ADU.aspx>).

Accessory Dwelling Unit Registration – Pre-1994 Process

- **STEP 1: CHECKING CONFORMITY WITH ZONING BY-LAW**
 - Please compare your property to the Zoning By-law Extract to do this exercise (<https://www.townofbwg.com/Docs/Services/Planning/ADU-Zoning-By-law-Extract.pdf>).
 - Please ensure you have three (3) legal parking spaces.

- **STEP 2: LOCATING PROOF OF EXISTENCE PRIOR TO 1994**
 - Documentation that will be reviewed includes, but is not limited to a tenancy agreement, sworn affidavit, utility bill demonstrating second unit, insurance certificate, tax records, MLS listing, etc.
 - Provide evidence to Staff to review.

- **STEP 3: PASS ALL REQUIRED INSPECTIONS**
 - Set inspections and make renovations if required to receive required approvals. They include:
 1. Fire Inspection (Fire and Emergency Services) ~ 905-775-7311 ext. 4103
 2. Electrical Inspection for both primary and secondary units (Electrical Safety Authority) ~ 1-877-372-7233
 3. Property Standards Inspection (By-Law Enforcement) ~ 905-775-5366 ext. 1102

- **STEP 4: COMPLETING AND SUBMITTING ADU APPLICATION**
 - The last step is completing and submitting the attached **Accessory Dwelling Unit Registration Application** along with fee (\$137.00) and copies of the three (3) approvals to the Planning Department (https://www.townofbwg.com/Docs/Services/Planning/Application-ADU_Registration-1400-009.pdf).
 - Following submission Staff review for completeness and if deemed to be complete and comply with the Zoning By-law I will process. Following which you will receive notification email of formal registration generally 2-3 weeks later and hard copy via mail to follow.

Accessory Dwelling Unit Registration – Post-1994 Process

STEP 1: CHECKING CONFORMITY WITH ZONING BY-LAW

- Please compare your property to the Zoning By-law Extract to do this exercise (<https://www.townofbwg.com/Docs/Services/Planning/ADU-Zoning-By-law-Extract.pdf>).
- Please ensure you have three (3) legal parking spaces.

STEP 2: ENSURE CONFORMITY WITH ONTARIO BUILDING CODE

- The next step is determining whether both the primary and secondary units can comply with the Ontario Building Code (OBC), and if not what renovations are required.
- To determine if OBC requirements are met the owner must hire a professional with knowledge of the OBC such as an architect, designer, contractor to review the home and determine what if any renovations are required. This professional can help you produce plans to submit to the Building Department.
- Following this OBC review you will determine either that:
 - *No Renovations Required:* Both units meet the OBC, and you need to submit and complete the “**Change of Use Form**” to the Building Department; or
 - *Renovations Required:* One or both units do **not** meet the OBC, and you need to submit and complete the “**Building Permit Application**” to the Building Department;
 - **** Along with the applicable application you would need to submit required plans, fees, documentation, etc. identified on the forms and by the Building Department.*
- Questions regarding the Building Department requirements or submission process please contact **Samantha Earle (Permit Technician/Plans Examiner, Building Division)** at 905-778-2055 ext. 1505 or searle@townofbwg.com

STEP 3: BUILDING DEPARTMENT SUBMISSION

- The 3rd step would be submitting the **Zoning Compliance Application** form and either the **Change of Use Form** *or* **Building Permit Application** to the Building Department.
 - *At time of submission I would recommend clarifying with Building whether they would like to give review your submission or give you feedback on your submission prior to starting any possible renovations.*

STEP 4: SCHEDULE BUILDING INSPECTION ONCES RENOVATIONS COMPLETED

- Schedule a Building Inspection through Building following completion of any required renovations.

STEP5: COMPLETING AND SUBMITTING ADU APPLICATION

- The last step is completing and submitting the attached **Accessory Dwelling Unit Registration Application** along with fee (\$137.00) and copies of the three (3) approvals to the Planning Department (https://www.townofbwg.com/Docs/Services/Planning/Application-ADU_Registration-1400-009.pdf).
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