

CHECKLIST FOR EXISTING ACCESSORY DWELLING UNITS

***Use this checklist for registering an accessory dwelling unit which was constructed on or before July 14, 1994. This checklist can only be used for properties within the Bradford Urban Area.**

To register an **existing** accessory dwelling unit, please complete the following and return the associated supporting documentation along with the application form to the Town's Planning Division:

- Confirm zoning compliance with the Planning Division;
- Confirm that the accessory dwelling unit was in existence prior to July 14, 1994. Please return documentation verifying compliance to the Planning Division;
- Contact the Fire and Emergency Services Department and request an inspection for the accessory dwelling unit. Please be advised that further works may be required to ensure that the accessory dwelling unit is in full compliance with the Fire Code. Once a successful inspection has been completed, please return the Fire Code Compliance Certificate to the Planning Division.
- Contact the Electrical Safety Authority and request an inspection for the accessory dwelling unit. Please be advised that further works may be required to ensure that the accessory dwelling unit is in full compliance with the Electrical Code. Once a successful inspection has been completed, please return the Inspection Report to the Planning Division.
- Contact the By-law Enforcement Division and request an inspection for the accessory dwelling unit. Please be advised that further works may be required to ensure that the accessory dwelling unit is in full compliance with the Property Standards By-law. Once a successful inspection has been completed, the Enforcement Division will advise the Planning Division.

For information concerning the Fire Code and related inspections, please contact Fire & Emergency Services at:

Fire Prevention Office

75 Melbourne Drive
P.O. Box 1226
Bradford, ON L3Z 2B6
Tel. 905-775-7311 ext. 4103
Fax. 905-775-0163

For information concerning the Property Standards By-law and related inspections, please contact the By-law Enforcement Division at:

Administration Centre

100 Dissette Street
Units 7 & 8
P.O. Box 100
Bradford, ON L3Z 2A7
Tel. 905-775-5366 ext. 1102
Fax. 905-775-0153

To arrange for an **Electrical Safety Authority** inspection, please call 1-877-372-7233.

Once all of the above is complete, please complete the application form and return it with all of the supporting documentation to:

Office of Community Planning

305 Barrie Street, Unit 2
P.O. Box 419
Bradford, ON L3Z 2A9
Tel. 905-778-2055 ext. 1405
Fax. 905-778-2070 fax

If you have any questions regarding the process or the documentation required to register an accessory dwelling unit, please contact the Office of Community Planning at 905-778-2055 ext. 1400.