

## CHECKLIST FOR NEW ACCESSORY DWELLING UNITS

**\*Use this checklist for registering an accessory dwelling unit which was constructed or is proposed to be constructed after July 14, 1994. This checklist should also be used for properties not connected to municipal water and sewer services.**

To register an **existing** accessory dwelling unit, please complete the following:

- Complete a zoning compliance form and submit it to the Building Division;
- Apply for and successfully obtain a Change of Use Permit or Building Permit through the Building Division;
- Once the Change of Use Permit or Building Permit has been obtained, all works and/or inspections successfully completed, and an occupancy permit has been issued, please submit a copy of the occupancy permit to the Planning Division along with the application form.

**-OR-**

To register a **new or proposed** accessory dwelling unit, please complete the following:

- Complete a zoning compliance form and submit it to the Building Division;
- Apply for and successfully obtain a Building Permit through the Building Division;
- Once the Change of Use Permit or Building Permit has been obtained, all works and/or inspections successfully completed, and an occupancy permit has been issued, please submit a copy of the occupancy permit to the Planning Division along with the application form.

For information concerning the Building Code, the building permit process and related inspections, please contact the Building Division at:

**Building Division**

305 Barrie Street, Unit 4B  
P.O. Box 419  
Bradford, ON L3Z 2A9  
Tel. 905-778-2055 ext. 1500  
Fax. 905-778-2035 fax

Once all of the above is complete, please complete the application form and return it with a copy of the occupancy permit 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 Planning Division at 905-778-2055 ext. 1400.**