

Homeowners Guide to Accessory Dwelling Units

Applicable to Buildings in existence AFTER July 14, 1994

In accordance with Zoning By-law 2010-050
and the Ontario Building Code 2012

ACCESSORY DWELLING UNIT PERMIT PROCESS

This guideline outlines the steps required for the construction and registration of an accessory dwelling unit (ADU) in existence **after July 14, 1994**.

ZONING COMPLIANCE APPROVAL

The zoning compliance review is to ensure the proposal complies with the Town's Consolidated Zoning By-law. The following items are required:

- ☐ A copy of a site plan based on a recent survey (see sample attached) illustrating the following:
 - Location of the dwelling
 - Location and dimensions of the driveway
 - Location and dimension of garage (if parking provided in a private garage)
 - Number of available parking spaces provided on the driveway
 - A minimum of 3 parking spaces must be provided
 - Minimum dimensions of a parking space: 2.7m width x 6.0m length
 - Location of the entry/exit door(s) to access the accessory dwelling unit
 - Gross Floor Area of basement and every floor (minus garage area)

Summary of current Zoning regulations for an ADU:

4.3 ACCESSORY DWELLINGS	4.3.2 All Other Zones
<p>4.3.1 Residential Zones, Places of Worship</p> <p>Where an <i>accessory dwelling</i> is permitted in a Residential <i>Zone</i> or <i>accessory</i> to a <i>place of worship</i> in this By-law:</p> <ul style="list-style-type: none"> a) The maximum number of <i>accessory dwellings</i> permitted on a <i>lot</i> shall be 1; b) An <i>accessory dwelling</i> shall only be permitted within a <i>detached dwelling, semi-detached dwelling</i> or <i>place of worship</i>; c) The <i>accessory dwelling</i> shall be located entirely within the same <i>main building</i> as the <i>detached dwelling, semi-detached dwelling</i> or <i>place of worship</i>; d) Except in Estate Residential "ER" <i>zones</i>, no more than one entrance to any <i>dwelling unit</i> is contained within any <i>main wall</i> facing a <i>street line</i>; e) the entrance to the <i>accessory dwelling</i> is not located within a <i>private garage</i>; f) The minimum required <i>net floor area</i> for the <i>accessory dwelling</i> shall be 38.0 square metres; and; g) The maximum <i>gross floor area</i> of the <i>accessory dwelling</i> shall be 45% of the <i>gross floor area</i> of the <i>main building</i>. 	<ul style="list-style-type: none"> a) A <i>dwelling unit</i> shall be permitted <i>accessory</i> to permitted non-residential <i>uses</i> in any <i>Zone</i>, except: <ul style="list-style-type: none"> i) Where a <i>dwelling unit</i> is identified as a permitted <i>use</i> in the same <i>Zone</i>; and, ii) In the Institutional "I" <i>zone</i>, only one <i>accessory dwelling unit</i> shall be permitted <i>accessory</i> to a place of worship; b) The maximum number of <i>accessory dwellings</i> permitted on a <i>lot</i> shall be 1; c) An <i>accessory dwelling</i> shall only be permitted within the <i>main building</i>; d) The minimum required <i>net floor area</i> for the <i>accessory dwelling</i> shall be 35.0 square metres, plus 10.0 square metres for each bedroom; e) The maximum gross floor area of the accessory dwelling shall be the lesser of 45% of the gross floor area of the main building or 110m²; and, f) No dwelling unit shall be located within a portion of a non-residential building that is used: <ul style="list-style-type: none"> i) To house livestock; ii) As part of a <i>bulk fuel storage</i> operation or any <i>premises</i> that has flammable fluids or hazardous materials stored in bulk for commercial purposes; iii) For a <i>motor vehicle body shop</i>; iv) For a <i>motor vehicle gas bar</i>; v) For a <i>motor vehicle repair establishment</i>; or, vi) For a <i>service shop</i>.

BUILDING PERMIT SUBMISSION

The building permit review is to ensure the proposal complies with the Ontario Building Code. The following items are required for building permit submission:

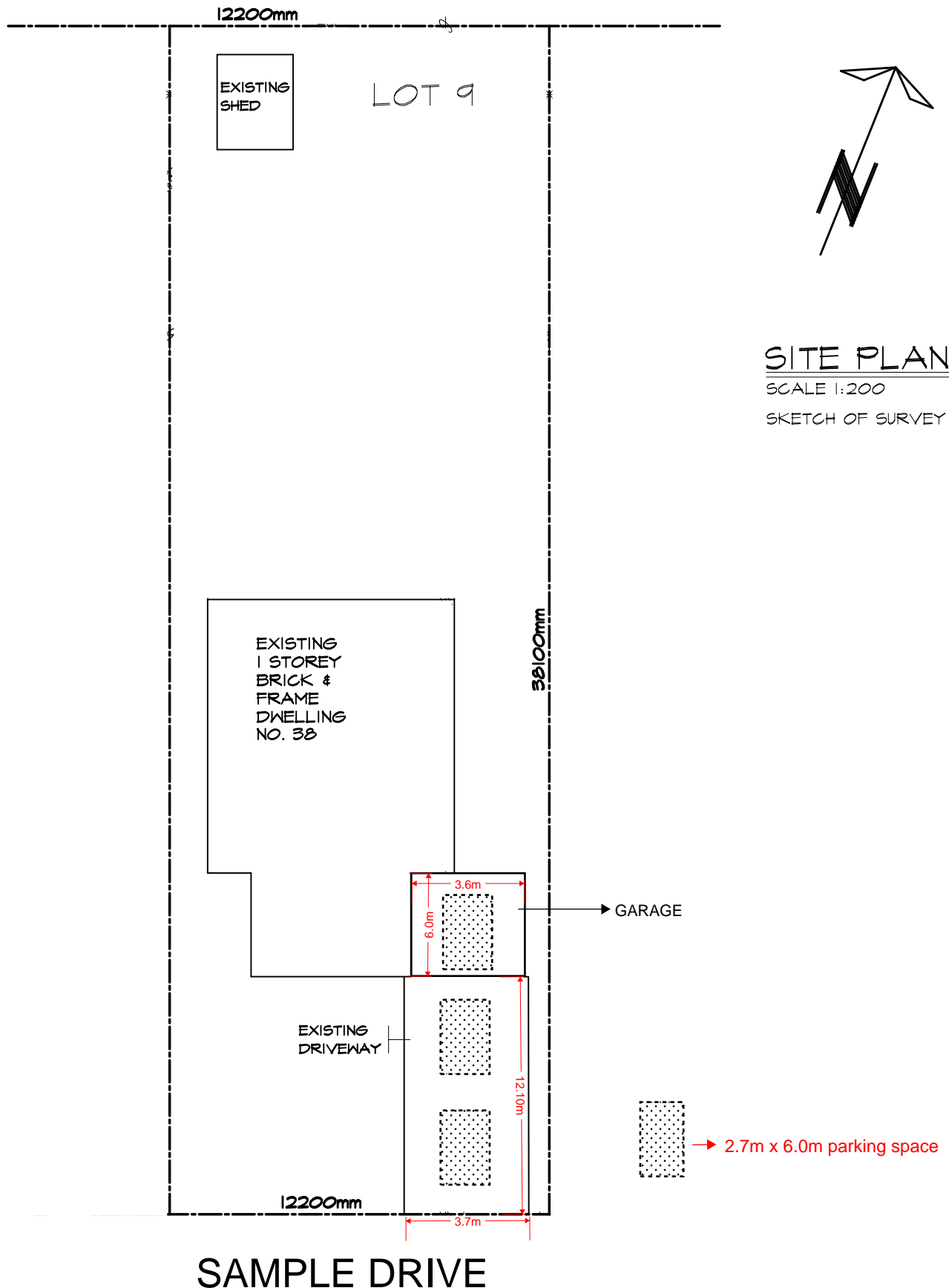
- ☐ Completed building permit application
- ☐ Agent authorization form, if the applicant is not the homeowner
- ☐ A copy of floor plans showing layout of ground floor and second floor (if any).
- ☐ A copy of floor plans of basement drawn to scale (see sample attached) illustrating the following;
 - Age of the building
 - Label all rooms and common (shared) areas
 - Room sizes with dimensions
 - Ceiling heights
 - Location, size and type of all windows and doors (steel, hollow or solid core) including the height of windows from the floor level
 - Egress requirements (doors and paths of travel)
 - Location and dimension of stairs and hallways
 - Location of smoke and CO detectors
 - Interior finish of perimeter walls
 - Construction of fire separation between units
 - Location of all plumbing fixtures
 - Indicate mechanical ventilation (kitchen exhaust, bathroom fans) and heating system
 - Location and size of heat registers in each room and return air grills
 - Location of all interior and exterior lighting
- ☐ Applicable permit fees:
 - Building permit fee: \$12.67 per square metre of area of work
 - Assessment fee: \$113.00
 - Security deposit: 10% of the proposed construction value (min \$500.00, max. \$2000.00)

REGISTRATION OF THE ACCESSORY DWELLING UNIT

Once the building permit has been issued and all of the required inspections have been completed, including the final inspection, the accessory dwelling unit must be registered with the Town's Community Planning Division.

SECURITY DEPOSIT RELEASE

Once the project receives an approved Final inspection, the homeowner or applicant can contact the Building Division to process the security deposit release. Please see the attached payment information form that must also be completed and submitted to the Building Division in order to release the funds.



SITE PLAN

SCALE 1:200

SKETCH OF SURVEY

TACBOC
STANDARD DETAIL

TITLE
SAMPLE DRAWING
SITE PLAN

DWG. NO.

A03a

2007

Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <u>Town of Bradford West Gwillimbury</u> (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)					
Last name		First name		Corporation or partnership (if applicable)	
Street address				Unit number	Lot/con.
Municipality	Postal code	Province		E-mail	
Telephone number ()		Fax ()		Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranties Program)					
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act?</i> If no, go to section G.				Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act?</i>				Yes	No
iii. If yes to (ii) provide registration number(s): _____					
G. Required Schedules					
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.					
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.					
H. Completeness and compliance with applicable law					
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.				Yes	No
				Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .				Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.				Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.				Yes	No
I. Declaration of applicant					
I _____ declare that: (print name)					
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. 2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.					
_____ Date		_____ Signature of applicant			

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information					
Building number, street name				Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description			
B. Individual who reviews and takes responsibility for design activities					
Name			Firm		
Street address				Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail		
Telephone number ()	Fax number ()	Cell number ()			
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]					
House	HVAC – House	Building Structural			
Small Buildings	Building Services	Plumbing – House			
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings			
Complex Buildings	Fire Protection	On-site Sewage Systems			
Description of designer's work					
D. Declaration of Designer					
I _____ declare that (choose one as appropriate): <div style="text-align: center;">(print name)</div> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4.of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5.of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification:_____</p> <p>I certify that:</p> <p>1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm.</p> <p>_____ Date</p> <p>_____ Signature of Designer</p>					

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

AGENT AUTHORIZATION FORM

TO: BUILDING DIVISION

MUNICIPALITY: TOWN OF BRADFORD WEST GWILLIMBURY

Legal Description:

Lot: _____ Plan/Conc.: _____

Street Address: _____

The undersigned, registered property owner(s) of the above-noted property, do hereby authorize _____,
to make applications and amendments to applications on my/our behalf. It is understood that I/we will
abide by all by-laws and acts of the Town of Bradford West Gwillimbury and that any approvals
granted by this application will be carried out in accordance with the municipal requirements.

Property Owner's Signature: _____

Print Name: _____

Date: _____

Property Owner's Address (if different than property above):

Telephone: _____ Email: _____

All personal information this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Building Code Act, 1992*, S.O. 1992, c. 23 and will be used for the purposes of the administration and enforcement of the *Building Code Act, 1992*. Questions regarding this collection may be direct to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905-778-2055, Fax 905-778-2035.