

# ARU

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## BUILDING PERMIT GUIDE

An aerial photograph of a residential neighborhood, showing a grid of houses with various roof colors (red, grey, blue) and green trees interspersed between them.

## **BUILDING AN APARTMENT ABOVE A GARAGE?**

## ACCESSORY RESIDENTIAL UNIT ABOVE GARAGE APPLICATION CHECKLIST

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

**It is the applicant's responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.**

Submittal Item	Details	Documents Included with Application
<b>Application to Construct or Demolish (Form)</b>	A copy of the application form can be found on our website. <a href="#">Application to Construct or Demolish Form</a>	
<b>Schedule 1 Form</b> Include one form for each designer	A copy of the Schedule 1 form can be found on our website. <a href="#">Schedule 1 Form</a>	
<b>Agent Authorization Form</b>	Required if you are applying on behalf of a property owner. A copy of the form can be found on our website. <a href="#">Agent Authorization Form</a>	
<b>Applicable Law Declaration Form</b>	Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable. A copy of the form can be found on our website. <a href="#">Applicable Law Declaration Form</a>	
<b>Site Plan</b>	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
<b>Architectural Design Drawings</b>	Including foundation, floor, roof, elevations, cross sections.	
<b>Mechanical Drawings</b>	Including design layout, location of intake and supply and heat loss/gain calculations.	
<b>Energy Efficient Design Summary (EEDS) Form</b>	A copy of the SB-12 forms can be found on our website. <a href="#">Prescriptive Method</a> <a href="#">Performance &amp; Other Acceptable Compliance Methods</a>	

Submittal Item	Details	Documents Included with Application
<b>Septic Design and Calculations</b>	Scaled layout identifying septic tank and bed location, cross section incl. elevations, all clearance distances between septic tank and bed to structures, open water, wells on property/neighboring properties, type of well.	
<b>Soils Analysis</b>	Percolation time (T) determined by a percolation test or soils classification unless using a T=50	
<b>Site Plan</b>	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
<b>Schedule 1 Form</b>	Septic Designer Information A copy of the Schedule 1 form can be found on our website. <a href="#">Schedule 1 Form</a>	
<b>Schedule 2 Form</b>	Septic Installer Information A copy of the form can be found on our website. <a href="#">Schedule 2 Form</a>	

## ARU Design Guide

**All floor plans of the house must be submitted, and should show the following:**

### Floor Plan (required for each floor of the ARU)

- Total square footage of each floor level measured to the outside of exterior walls.
- Room sizes and room names (e.g.: washroom, bedroom)
- Ceiling heights for each room, including any reduced heights under bullheads.
- Window sizes, including height from floor
- Type of wall and ceiling finishes in all rooms. (e.g.: ½" drywall)
- Location, dimension and direction of stairs.
- Providing an enclosed fire separated exit directly to the exterior.
- Location and size of all doors.
- Location of all smoke alarms and carbon monoxide alarms.
- Location of all plumbing fixtures
- Location of heating outlets in each room
- Structural framing designs for floors, walls, lintels, beams and roof

### Elevation drawings

- Dimensions of building height from grade level
- Exterior cladding and finishes
- Area of exterior windows/openings
- Limiting distances and unprotected opening calculations may be requested

### Sections and detail drawings

- Cross section of ARU, display proposed construction from footings up to the rooftop.
- Include ceiling heights

### Mechanical drawings

- Duct design and layout
- Heat Loss/Heat Gain calculations.
- Energy Efficiency Design Summary (EEDS) form must be completed

## INDIVIDUAL ROOM DIMENSIONS

Room type	Minimum room size	Minimum window glass area (house less than 5 years old)	Minimum window glass area (house more than 5 years old)
<b>Living Room</b>	145 square feet	14.5 square feet	7.25 square feet
<b>Dining Room</b>	75 square feet	7.5 square feet	3.75 square feet
<b>Kitchen</b>	<u>One Bedroom:</u> 40 square feet  <u>Two Bedroom:</u> 45 square feet	Windows not required	Windows not required
<b>Master Bedroom</b>	<u>With closet:</u> 95 square feet (not including closet)  <u>Without closet:</u> 105 square feet	5 square feet	2.5 square feet
<b>Second Bedroom</b>	<u>With closet:</u> 65 square feet (not including closet)  <u>Without closet:</u> 75 square feet	3.75 square feet	1.9 square feet
<b>Bathroom, Utility Room, Other Rooms</b>	No minimum (bathroom must be functional and usable)	Windows not required	Windows not required

## COMBINATION ROOMS (OPEN CONCEPT PRIMARY ROOMS, NOT INCLUDING BATHROOMS)

Number of bedrooms in apartment	Room size (minimum, measured to the inside face of walls)	Minimum window glass area serving living/dining room (house less than 5 years old)	Minimum window glass area serving living/dining room (house more than 5 years old)
<b>Two Bedroom</b>	Living Room, plus Dining Room, plus Kitchen: 225 square feet  Living Room, plus Dining Room only: 180 square feet	18 square feet	9 square feet
<b>One Bedroom</b>	Living Room, plus Dining Room, plus Kitchen: 193 square feet  Living Room, plus Dining Room only: 180 square feet	15 square feet	7.5 square feet
<b>Bachelor Apartment</b>	Living Room, plus Dining Room, plus Kitchen: 145 square feet	14.5 square feet	7.25 square feet