

# ARU

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## BUILDING PERMIT GUIDE



**Dufferin**  
county



**BUILDING AN  
ACCESSORY  
DWELLING UNIT?**

## ACCESSORY RESIDENTIAL UNIT 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>	

## ARU'S WITH SEPTIC SYSTEMS

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.
- 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 house, display proposed construction from footings up to the rooftop.
- Include ceiling heights

### Mechanical drawings

Mechanical drawings are required to ensure that the current furnace and its location has the capacity to heat or cool the house. An HVAC sketch can be completed by the homeowner if no major changes to the system are proposed, and there are less than 6 bedrooms. Any major changes to the system or if there are more than 5 bedrooms in the home, heat loss/heat gain calculations are required to determine the capacity of the furnace required and drawings of the duct design and layout. These are required to be completed by a qualified designer.

## 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