

ARU



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

ARU'S WITH SEPTIC SYSTEMS

Submittal Item	Details	Documents Included with Application
Septic Design and Calculations	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.	
Soils Analysis	Percolation time (T) determined by a percolation test or soils classification unless using a T=50	
Site Plan	Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.	
Schedule 1 Form	Septic Designer Information A copy of the Schedule 1 form can be found on our website. Schedule 1 Form	
Schedule 2 Form	Septic Installer Information A copy of the form can be found on our website. Schedule 2 Form	

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)
Living Room	145 square feet	14.5 square feet	7.25 square feet
Dining Room	75 square feet	7.5 square feet	3.75 square feet
Kitchen	<u>One Bedroom:</u> 40 square feet <u>Two Bedroom:</u> 45 square feet	Windows not required	Windows not required
Master Bedroom	<u>With closet:</u> 95 square feet (not including closet) <u>Without closet:</u> 105 square feet	5 square feet	2.5 square feet
Second Bedroom	<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
Bathroom, Utility Room, Other Rooms	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)
Two Bedroom	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
One Bedroom	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
Bachelor Apartment	Living Room, plus Dining Room, plus Kitchen: 145 square feet	14.5 square feet	7.25 square feet