
ADDITIONAL RESIDENTIAL UNIT

A building permit is required to construct an attached or detached ARU. Even if no construction is proposed, a building permit is required when a residential unit is established.

All Additional Residential Unit building permits require the following items:

- Application for a Permit to Construct or Demolish** form
- Schedule 1: Designer Information** form
- Site plan, drafted to professional standards**, including:
 - Required parking (one 5.5m x 2.75m parking space per dwelling unit)
 - Required unobstructed access walkway
 - Proposed septic system (if applicable), in relation to existing buildings, structures, and property lines
- Construction drawings, drafted to professional standards**, including:
 - All storeys of the dwelling, including existing and proposed conditions
 - Elevation drawings if window or door openings are being added or enlarged.
- (If applicable) Approved Minor Variance
- (If applicable) Approved GRCA Permit
- (If applicable) Source Water Protection Screening form
- (If applicable) Septic review or application for a new septic system

An Additional Residential Unit in a detached accessory building requires the additional following items:

- Site plan, drafted to professional standards**, must include:
 - Location and setbacks of the detached accessory building, in relation to existing and proposed buildings, structures, property lines, and septic systems
 - Details of proposed water and sewer lines to accessory building (location, depth, size, pipe material, and frost protection if required)
- Energy Efficiency Design Summary** form
- An MDS 1 Report** is required for an agricultural property if there are any barns capable of housing livestock or manure storage within 750m of the proposed detached accessory apartment. It is recommended to confirm the MDS1 requirements prior to any minor variance application.
- Development Charges** will be evaluated under the respective By-Laws; there are some exemptions applicable to a detached accessory apartment



Zoning Requirements

Please see our guide to Additional Residential Unit Zoning Regulations to confirm zoning requirements for your residential or agricultural property.

Design Standards

The construction drawings and site plan must be prepared to professional standards. It is strongly recommended that you hire a registered designer, as they understand the applicable building code requirements and can work with you to develop the design.

For an ADU, a registered designer must hold a Building Code Identification Number (BCIN) with a House or Small Buildings qualification. A registered designer may also be an engineer or architect, although this is not required for most projects.

It's recommended to find a registered designer experienced in additional residential unit / accessory apartment design.

Permit Review Process

Permits are completed in the order that they are received and take approximately 10 business days to review. You will be notified if any questions arise and/or when the permit is approved. Once the permit has been issued it's the homeowner's and/or contractor's responsibility to ensure the work is inspected by a Township Building Official.

You may book an inspection by calling 519-846-9691 ext. 907 or by email at buildinginspection@centrewellington.ca at least 48 hours prior to requiring the inspection.