

Building Division ADU Requirement Checklist

ADDITIONAL DWELLING UNIT CHECKLIST

Type of information Required: **CONVERSION OF SFD TO ADD AN INTERNAL ADU:**

<input type="checkbox"/> Application Form (1 Copy)	<input type="checkbox"/> Arch. Floor Plans (All Levels) (2)	<input type="checkbox"/> Cross-Section & Details – showing ceiling heights and headroom over stairs (2)
<input type="checkbox"/> Sch. 1 Form – Arch. (1)	<input type="checkbox"/> Elevations (All Sides) (2)	<input type="checkbox"/> Payment – Permit Fee Only
<input type="checkbox"/> Water Pipe Sizing Form (1)	<input type="checkbox"/> Site Plan (2)	<input type="checkbox"/> *Applicable Law

Type of information Required: **EXISTING DETACHED ADU CONVERSION:**

<input type="checkbox"/> Application Form (1 Copy)	<input type="checkbox"/> Arch. Floor Plans (All Levels) (2)	<input type="checkbox"/> Payment – Permit Fee Only
<input type="checkbox"/> Sch. 1 Form – Arch. (1)	<input type="checkbox"/> Elevations (All Sides of Detached and Rear Elevation of Principal Dwelling) (2)	<input type="checkbox"/> Truss Layout (if app.) (2)
<input type="checkbox"/> Sch. 1 Form – HVAC (1)	<input type="checkbox"/> Cross-Section & Details (2)	<input type="checkbox"/> Truss Specs (if app.) (2)
<input type="checkbox"/> SB-12 EEDS Form (1)	<input type="checkbox"/> Eng. Floor Layouts (If app.) (2)	<input type="checkbox"/> HVAC Design Calc’s (2)
<input type="checkbox"/> Water Pipe Sizing Form (1)	<input type="checkbox"/> Site Plan (Legal Survey not required) (2)	<input type="checkbox"/> Duct Layout Drawings (2)
<input type="checkbox"/> LVL Beam Specs (if app.) (2)		<input type="checkbox"/> 1.0m width x 2.1m height Unobstructed Path (max. length 45.0m)
<input type="checkbox"/> Existing Principal Dwelling		<input type="checkbox"/> **Applicable Law
<input type="checkbox"/> Floorplans (each floor –room names and fixtures)		

Type of information Required: **NEW DETACHED ADDITIONAL DWELLING UNIT:**

<input type="checkbox"/> Application Form (1 Copy)	<input type="checkbox"/> Arch. Floor Plans (All Levels) (2)	<input type="checkbox"/> Payment – Permit Fee Only
<input type="checkbox"/> Sch. 1 Form – Arch. (1)	<input type="checkbox"/> Elevations (All Sides of Detached and Rear Elevation of Principal Dwelling) (2)	<input type="checkbox"/> Truss Layout (if app.) (2)
<input type="checkbox"/> Sch. 1 Form – HVAC (1)	<input type="checkbox"/> Cross-Section & Details (2)	<input type="checkbox"/> Truss Specs (if app.) (2)
<input type="checkbox"/> SB-12 EEDS Form (1)	<input type="checkbox"/> Eng. Floor Layouts (If app.) (2)	<input type="checkbox"/> HVAC Design Calc’s (2)
<input type="checkbox"/> Water Pipe Sizing Form (1)	<input type="checkbox"/> Site Plan (Legal Survey not required) (2)	<input type="checkbox"/> Duct Layout Drawings (2)
<input type="checkbox"/> LVL Beam Specs (if app.) (2)	<input type="checkbox"/> *Infill Information Notice Declaration Form	<input type="checkbox"/> 1.0m width x 2.1m height Unobstructed Path (max. length 45.0m)
<input type="checkbox"/> Existing Principal Dwelling		<input type="checkbox"/> **Applicable Law
<input type="checkbox"/> Floorplans (each floor –room names and fixtures)		
<input type="checkbox"/> *Lot Grading Owner Form and Grading Plan completed by a Professional Engineer		

*** May not be required depending on the scope of work.**

****Applicable law is other regulations for which approval must be obtained before a building permit can be accepted or issued. A complete list of Acts and Regulations that are "Applicable Law" is set out in Article 1.4.1.3. of Division A of the Ontario Building Code. May not be required pending location of subject property.**

Two copies of all drawings and documents are required when submitting in person as noted above.

Building Division ADU Requirement Checklist

Type of information Required: **NEW PURPOSE-BUILT SINGLE FAMILY DWELLING WITH ADU:**

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|---|---|---|
| <input type="checkbox"/> Application Form (1 Copy) | <input type="checkbox"/> Arch. Floor Plans (All Levels) (2) | <input type="checkbox"/> Payment – Permit Fee Only |
| <input type="checkbox"/> Sch. 1 Form – Arch. (1) | <input type="checkbox"/> Elevations (2) | <input type="checkbox"/> Truss Layout (if app.) (2) |
| <input type="checkbox"/> Sch. 1 Form – HVAC (1) | <input type="checkbox"/> Cross-Section & Details (2) | <input type="checkbox"/> Truss Specs (if app.) (2) |
| <input type="checkbox"/> SB-12 EEDS Form (1) | <input type="checkbox"/> Eng. Floor Layouts (If app.) (2) | <input type="checkbox"/> HVAC Design Calc’s (2) |
| <input type="checkbox"/> Water Pipe Sizing Form (1) | <input type="checkbox"/> LVL Beam Specs (if app.) (2) | <input type="checkbox"/> Duct Layout Drawings (2) |
| <input type="checkbox"/> Lot Grading Owner Form and Grading Plan completed by a Professional Engineer | <input type="checkbox"/> Site Plan and Legal Survey (2) | <input type="checkbox"/> *Infill Information Notice Declaration Form |
| | | <input type="checkbox"/> **Applicable Law |

*** May not be required depending on the scope of work.**

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Two copies of all drawings and documents are required when submitting in person as noted above.