

ADDITIONAL RESIDENTIAL DWELLING UNIT (ARDU)

Building Permit Package

A step by step guide for
making a building permit
application



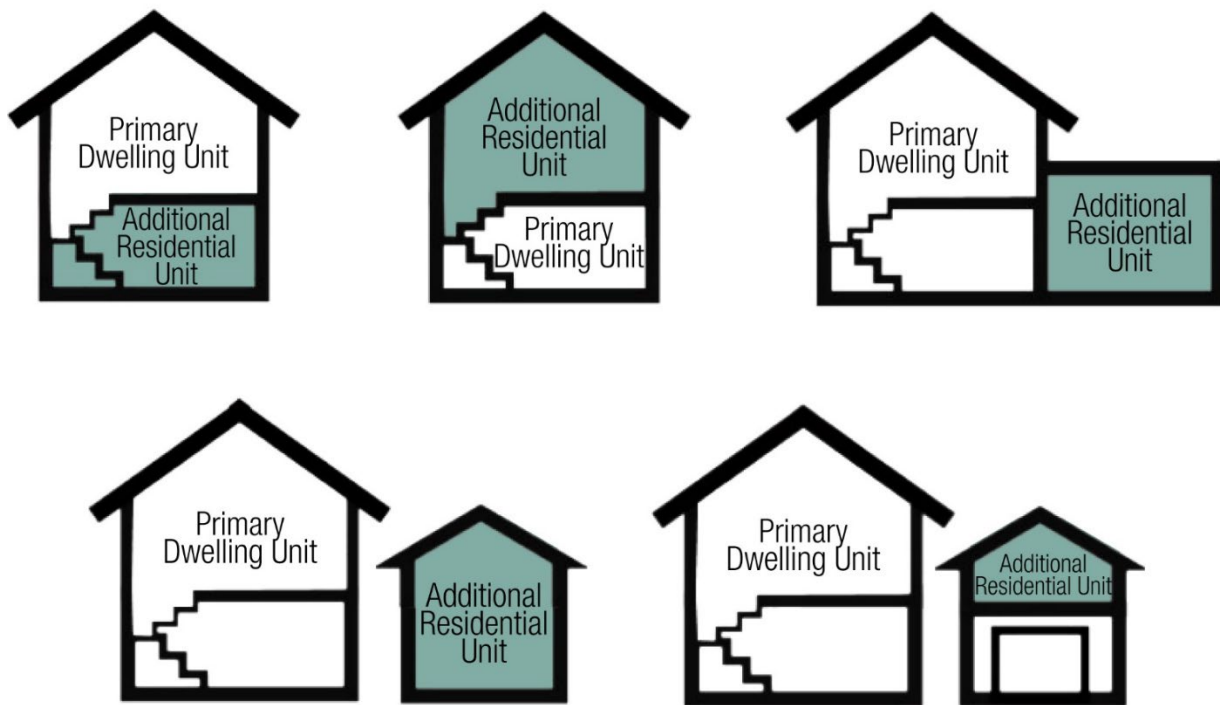
Norfolk County Building Department
Community Development Division
norfolkcounty.ca

Additional Residential Dwelling Units (ARDU)

An Additional Residential Dwelling Unit (ARDU) is a self-contained unit, which is either located within or attached to the primary dwelling unit or located within a detached accessory structure, subject to zoning requirements.

Building permits help protect you, your home, and the interests of your community by making sure the project is structurally sound and follows the Ontario Building Code, municipal zoning and other applicable laws.

There are multiple steps to the building permit process. This permit package highlights these steps and provides guidance to the building permit process.



There are three types of Additional Residential Dwelling Units.

1. Basement to the primary dwelling unit.
2. Interior additional residential dwelling unit up to 75 m² useable floor area.
3. Detached for the primary dwelling unit up to 75 m² useable floor area.

Refer to [Norfolk County Zoning Bylaw](#) for conditions on the maximum number of dwelling unit permitted on a property.

STEP 1: Applicable Law.

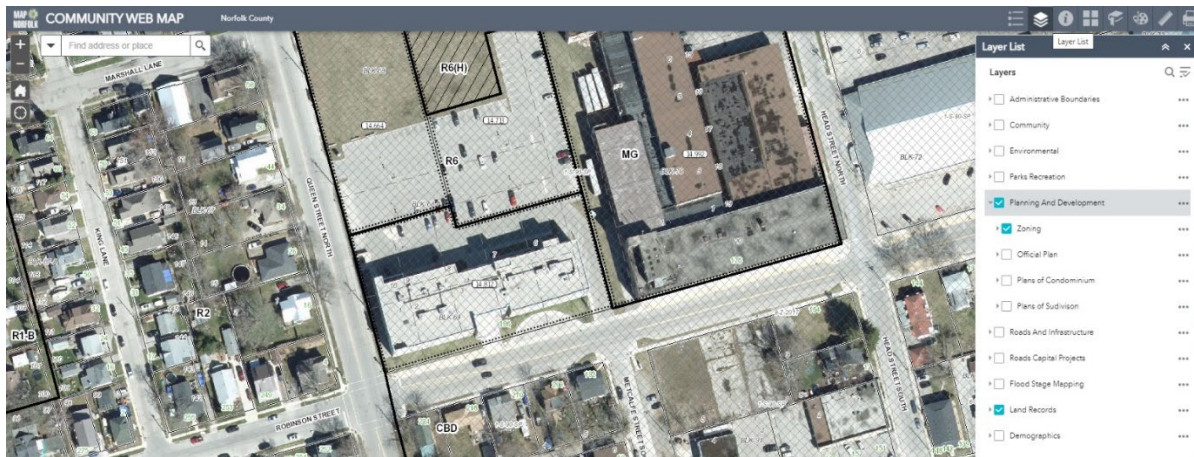
Approval from other agencies are required in many instances before a building permit can be processed and issued. These approvals are **NOT** administered by the Building Department. The fastest way to obtain a building permit is to ensure that all other required approvals are completed prior to permit application.

An Applicable Law Checklist is required as part of a complete application. Agency contacts are attached with this form. Our community mapping has many of these layers mapped to help you determine if additional approvals are required for your application.

Zoning Requirements.

Finding the zoning associated with your property is easy with our [GIS Community Web Map](#), position over your property and turn on the zoning layer by clicking layer list, planning, zoning.

[Norfolk County Zoning Bylaw](#) is available online.



- Additional Residential Dwelling Units (ARDU) are permitted in the following zones: Urban residential zones (R1 to R6), residential hamlet zone (RH), and agricultural zone (A).

To confirm your project conforms to the Zoning By-law you will need to provide a plot plan indicating:

- Property lines and lot dimensions,
- Location of building and all other structures on the lot,
- Location of all steps and landings,
- Distance from dwelling to property lines,
- Parking spots with dimensions,
- Location of septic system. (If applicable)

If your proposed building does not comply with the zoning requirements, a planning application will be required. Zoning and planning approval is required as part of a complete permit application.

Planning Department: planning@norfolkcounty.ca or 519-426-5870 ext. 1842.

Zoning: zoning@norfolkcounty.ca or 519-426-5870 ext. 1000.

Community Development Division - Building Department

519-426-5870 | 226-NORFOLK Extension 6016.

Zoning Restrictions for an Additional Residential Dwelling Unit (ARDU).

- ❑ An ARDU is not permitted in a building or structure that is considered non-conforming.
- ❑ ARDU is not permitted in a vacation home, or any other dwelling intended for vacations or seasonal short-term accommodations
- ❑ ARDU is not permitted in a farm building or an on-farm diversified use
- ❑ ARDU is not permitted on any lot until the main building or use has been established
- ❑ For a detached ARDU useable floor and lot coverage is in addition to the permitted usable floor area and lot coverage permitted for accessory structures in the applicable zone.
- ❑ ARDU shall not occupy any “front yard” or “required exterior yard” in an R1, R2, R3, R4, RH zone. An ARDU shall not occupy any part of a “required front yard” in an A zone.
- ❑ An ARDU shall have its own exterior entrance separate from the exterior entrance to the primary *dwelling unit*, but shall not be *permitted* on an elevation, or façade of the *building* that faces a public *street* or private road; and shall have no means of internal access to the primary *dwelling unit*, except that access to a primary and second *dwelling* through a common vestibule entry is *permitted*.

Zoning Restrictions specific to Detached or as Additions to Existing Dwelling ARDU's.

- ❑ ARDU front yard setback, and exterior yard setback is applicable to the specific zone
- ❑ ARDU detached has interior yard and rear yard setback is minimum 1.2m (4 ft) to the property line, ARDU attached to existing dwelling will need to meet setbacks specific to the zone.
- ❑ Detached ARDU maximum height is 5m in Urban Residential Zones (R1 to R5), 6m in Residential Hamlet Zone, and 8m in Agricultural zone (A) Height is measured from grade to peak of roof (highest truss).
- ❑ A detached ARDU maximum useable floor area is 75 m² (807 sq.ft). This includes any basement area but excludes any attached garage. An attached garage is included towards the usable floor area an accessory structure permitted on the property as per the zone of the property.
- ❑ ARDU attached to an existing dwelling above grade is maximum useable floor area of 75 m², this will include any basement area associated with the ARDU.
- ❑ The entirety of the detached ARDU is to be located within a maximum of 40m (131 ft) of the primary dwelling.
- ❑ Decks and unenclosed porches on the ARDU are subject to the provisions outlined in section 3.6 for decks and unenclosed porches, they are not included towards the allowable useable floor area for the ARDU.

Zoning Restrictions specific to Basements of Existing Dwellings ARDU's.

- ❑ ARDU in a basement can occupy the entire basement area.

Parking.

One parking spot is required for each dwelling unit on the property. The parking spot can be in tandem, or in a garage. Parking is permitted in the front yard if 50% of the front yard is maintained as landscaped area. Minimum parking space sizes are listed in the zoning by-law. Only one parking spot is permitted in the required front yard setback.

Water Sewer Connections.

Additional residential dwelling units shall have water and wastewater services. Municipal connection or private well and septic systems are permitted.

Only one municipal connection and municipal water meter is permitted per property. A new septic system can be installed for the ARDU if space permits, or alteration to the existing septic to service the ARDU. Septic holding tanks are not permitted.

Upgrades to the water service may be required depending on the number of fixture units proposed on property. Water pipe sizing and plumbing data sheet is available on Norfolk County's [website](#) to verify the require water service connection.

Civic Address.

A new ARDU will require a new Civic Address. Civic Address Request Form are required at time of permit application. Several areas that need to be filled out with information, and a sketch showing the lot layout of the property for which the Civic Address is being requested. A sample sketch will be included with the form.

For more information contact Norfolk County GIS norfolkgis@norfolkcounty.ca or by phone at 519-875-4485 ext. 1827



Community Development Division - Building Department

519-426-5870 | 226-NORFOLK Extension 6016.

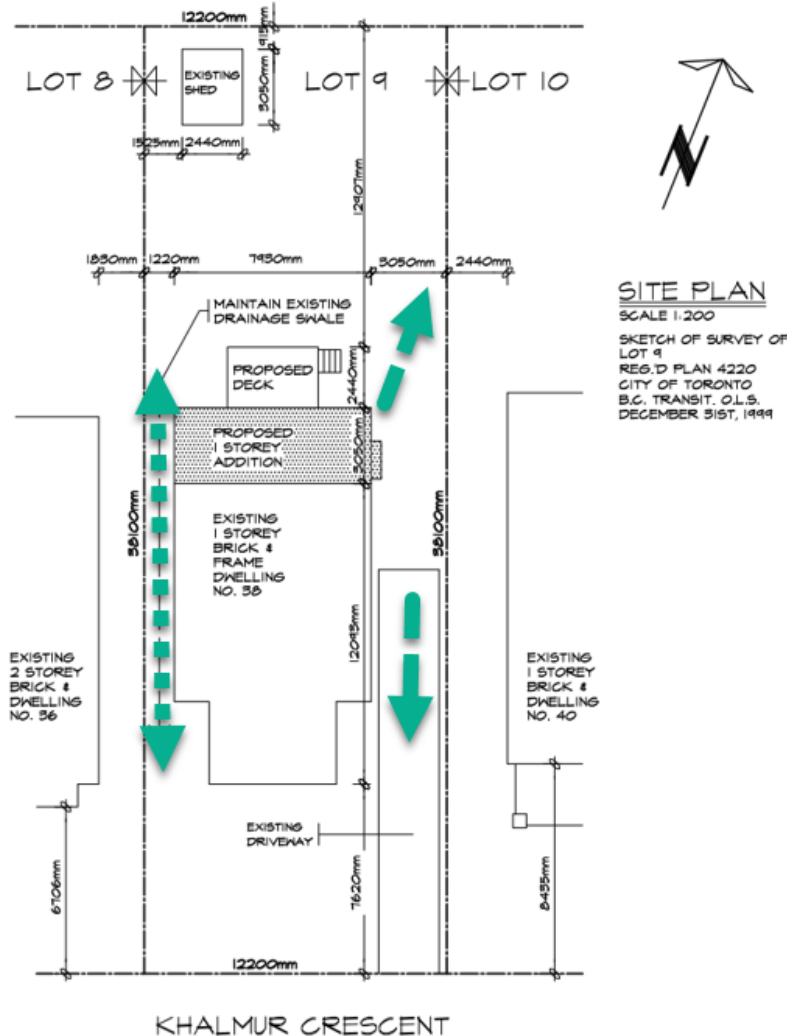
Lot Grading.

Proposed grading plans and lot grading form shall be submitted with all building permit applications, under [Norfolk County Grading and Drainage By-law](#).

Proposed grading plan needs to identify:

- Show proposed building/structure in desired final location
- Label proposed building/structure iii)
- Proposed drainage pattern if existing drainage is being altered by the project. If grading will not be affected by the proposed building/structure please specify
- Dimensions of proposed building/structure
- Distance from proposed building /structure to all property lines and existing buildings, structures and drainage features on the property
- Existing drainage patterns. Indicate on plan the direction of flow with arrows.

An exemption may be considered for a lot in a rural area (complete form, fee applies)



STEP 2: Preparing your application.

A building permit application consists of many documents. The forms attached are to be completed, signed, and dated.

Who can design an Additional Residential Dwelling Unit?

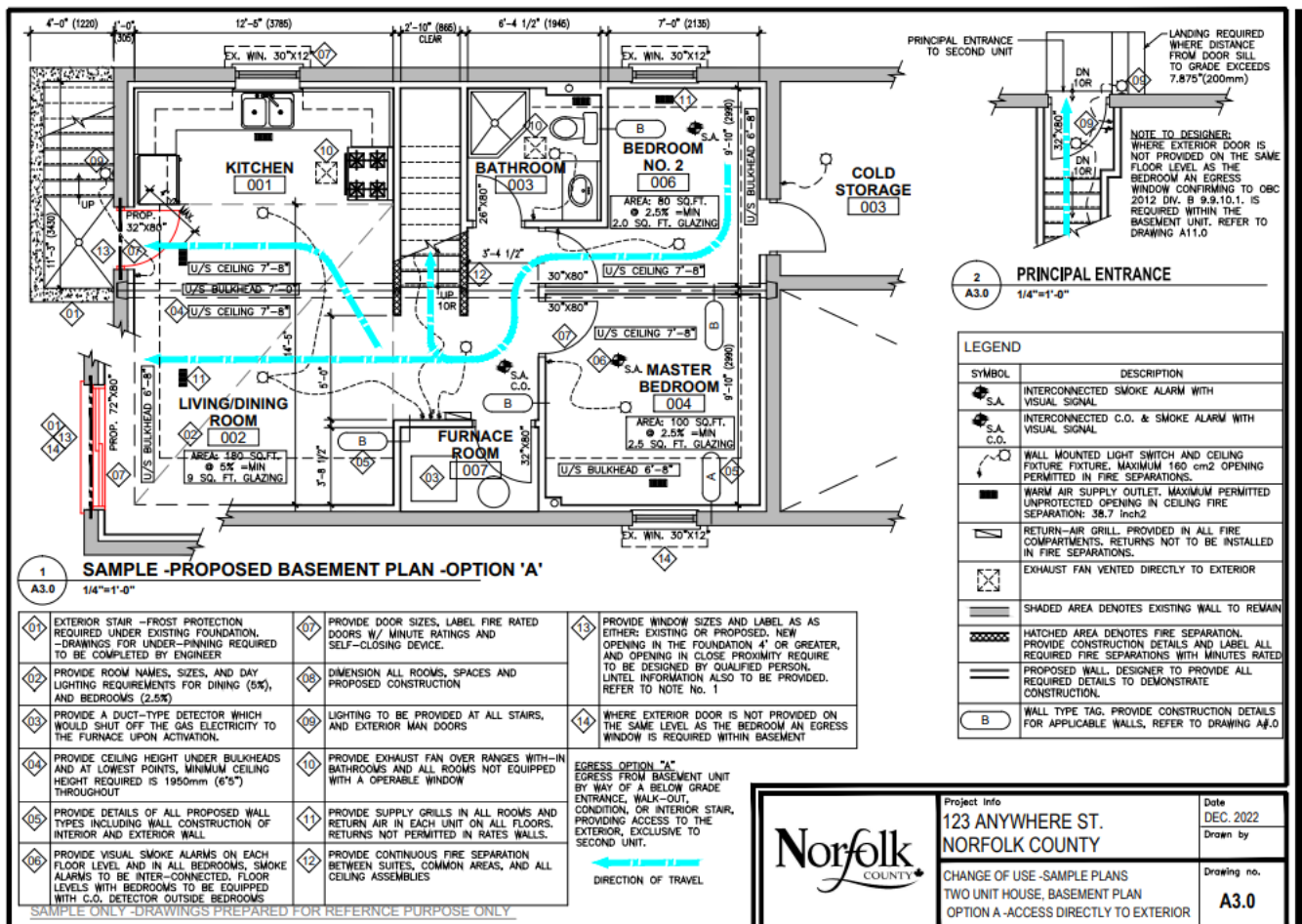
As the property owner, you can complete the design yourself for a house, or have a qualified individual with a BCIN number in House, an Architect or a Professional Engineer complete the drawings.

Buildings containing multiple dwelling units may require qualified individuals to complete the design documents. Check with a Building Inspector prior to making application.

Drawings and Documents.

Drawings are to be legible and to scale. Use a ruler or computer aided drafting (CAD) software to complete your drawings. Provide enough information and detail to ensure compliance with the Ontario Building Code.

Sample ARDU drawings are available on Norfolk County's [website](#).



The [Ontario Building Code](#) is available online under the 'regulations under this act' tab.

Additional resources for building a second unit in your home and tiny homes can be found on the Government of Ontario's [website](#).

Building Department staff are not permitted by law to provide design advice. It is the responsibility of the property owner or authorized agent to complete a design that meets the requirements of the Ontario Building Code (OBC) and the Building Code Act (BCA).

If you are unable to complete the application and provide the required documents, should retain a qualified designer to assist you in completing the application.

If your building is to be a modular trailer, please refer to the [Factory Built - Modular Home and Trailer](#) Permit application Guidelines for Building Permit requirements.

Building Permits – Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Applicant Authorization Form, if application is not completed by the property owner.
- Applicable Law Checklist and supporting documents.
- Lot grading form or approved exemption. (where required)
- Evaluation of existing on-site septic system (where required)
- Water pipe sizing and plumbing data sheet (where required).
- Civic Address Request Form.

Required Documents.

- Plot Plan:
 - Property lines and lot dimensions,
 - Location of building and all other structures on the lot,
 - Dimension between primary dwelling and detached ADRU,
 - Location of all steps and landings,
 - Distance from dwelling to property lines,
 - Parking spots with dimensions,
 - Location of septic system.
- Drawings of the Building:
 - Footing, foundations, anchorage details (where applicable),
 - Floor plans,
 - Room names, sizes and ceiling heights,
 - Door & window location and sizes,
 - Location of plumbing fixtures including laundry facilities,
 - Fire separations, fire wall design (if applicable),
 - Smoke alarms and/or fire alarm systems.
- Elevations.

- Cross sections of exterior wall from footing to roof.
- Septic application (where required) This is a separate application, see septic.

Additional required for interior and detached ARDU's

- Lot Grading Plan.
- Roof truss layout or roof framing plan.
- Energy Efficiency Design Summary (EEDS), performance or prescriptive option.
- Engineered floor system layout (where required).
- Engineered beam details (i.e. LVL's, steel beams) (where required)
- Residential mechanical ventilation design summary.
- Ventilation duct design:
 - o Heat Recovery Ventilator (HRV) duct sizing and layout,
 - o Exhaust fan duct sizing and layout.

Fees.

- Building Permit fee.
- Plumbing fee.
- Occupancy fee.
- Lot grading exemption fee (if applicable).
- Civic address fee.

Septic Permits - Application Checklist.

Completed Forms.

- Building Permit Application Form.
- Schedule 1: Designer Information.
- Schedule 2: Sewage System Installer Information.

Required Documents.

- Septic System Permit Application Information Package / Worksheets .
- Percolation time ('T' time) report from a licensed testing agency.

Fees.

- Septic Permit fee.

STEP 3: Applying.

Online Portal: Visit [Norfolk Permits Portal](#) and make your application online.



Building Department

[Apply for a Building Permit
Status and Fees](#)

In Person: Visit our service counter located at 12 Gilbertson Drive, Simcoe Ontario.

Our Permit Coordinators will review your application and provide in writing any item which may be missing from the application and a cost break down for the permit fees and payment options.

Step 4: Plans Review.

A Building Inspector will contact you in writing if there are building code concerns or missing information from your application.

A building permit is issued once all documentation has been received, fees are paid in full, and your plans are check for compliance with zoning by-law and the building code.

Step 5: Inspections.

Once you have obtained a building permit, a building inspector needs to attend your site at several milestones in the construction process. For more information, please check the inspection section of Norfolk County's Building Department website. Once all inspections are complete and passed your permit is closed.

Need Help? If you have any question on the building permit process or plans required, please contact permits@norfolkcounty.ca or 519-426-5870 ext. 6016.

Updated May 2024