

# Homeowners Guide to Accessory Dwelling Units

**Applicable to Buildings in existence AFTER July 14, 1994**

In accordance with Zoning By-law 2010-050  
and the Ontario Building Code 2012

## ACCESSORY DWELLING UNIT PERMIT PROCESS

This guideline outlines the steps required for the construction and registration of an accessory dwelling unit (ADU) in existence **after July 14, 1994**.

### ZONING COMPLIANCE APPROVAL

The zoning compliance review is to ensure the proposal complies with the Town's Consolidated Zoning By-law. The following items are required:

- Completed zoning compliance form
- Two copies of a site plan based on a recent survey (see sample attached) illustrating the following:
  - Location of the dwelling
  - Location and dimensions of the driveway
  - Location and dimension of garage (if parking provided in a private garage)
  - Number of available parking spaces provided on the driveway
    - A minimum of 3 parking spaces must be provided
    - Minimum dimensions of a parking space: 2.7m width x 6.0m length
  - Location of the entry/exit door(s) to access the accessory dwelling unit

### Summary of current Zoning regulations for an ADU:

<p>4.3 ACCESSORY DWELLINGS</p> <p>4.3.1 Residential Zones, Places of Worship</p> <p>Where an <i>accessory dwelling</i> is permitted in a Residential <i>Zone</i> or <i>accessory</i> to a <i>place of worship</i> in this By-law:</p> <p>a) The maximum number of <i>accessory dwellings</i> permitted on a <i>lot</i> shall be 1;</p> <p>b) An <i>accessory dwelling</i> shall only be permitted within a <i>detached dwelling, semi-detached dwelling or place of worship</i>;</p> <p>c) The <i>accessory dwelling</i> shall be located entirely within the same <i>main building</i> as the <i>detached dwelling, semi-detached dwelling or place of worship</i>;</p> <p>d) Except in Estate Residential "ER" <i>zones</i>, no more than one entrance to any <i>dwelling unit</i> is contained within any <i>main wall</i> facing a <i>street line</i>;</p> <p>e) the entrance to the <i>accessory dwelling</i> is not located within a <i>private garage</i>;</p> <p>f) The minimum required <i>net floor area</i> for the <i>accessory dwelling</i> shall be 38.0 square metres; and,</p> <p>g) The maximum <i>gross floor area</i> of the <i>accessory dwelling</i> shall be 45% of the <i>gross floor area</i> of the <i>main building</i>.</p>	<p>4.3.2 All Other Zones</p> <p>a) A <i>dwelling unit</i> shall be permitted <i>accessory</i> to permitted non-residential <i>uses</i> in any <i>Zone</i>, except:</p> <p>i) Where a <i>dwelling unit</i> is identified as a permitted <i>use</i> in the same <i>Zone</i>; and,</p> <p>ii) In the Institutional "I" <i>zone</i>, only one <i>accessory dwelling unit</i> shall be permitted <i>accessory</i> to a place of worship;</p> <p>b) The maximum number of <i>accessory dwellings</i> permitted on a <i>lot</i> shall be 1;</p> <p>c) An <i>accessory dwelling</i> shall only be permitted within the <i>main building</i>;</p> <p>d) The minimum required <i>net floor area</i> for the <i>accessory dwelling</i> shall be 35.0 square metres, plus 10.0 square metres for each bedroom;</p> <p>e) The maximum gross floor area of the accessory dwelling shall be the lesser of 45% of the gross floor area of the main building or 110m<sup>2</sup>; and,</p> <p>f) No dwelling unit shall be located within a portion of a non-residential building that is used:</p> <p>i) To house livestock;</p> <p>ii) As part of a <i>bulk fuel storage</i> operation or any <i>premises</i> that has flammable fluids or hazardous materials stored in bulk for commercial purposes;</p> <p>iii) For a <i>motor vehicle body shop</i>;</p> <p>iv) For a <i>motor vehicle gas bar</i>;</p> <p>v) For a <i>motor vehicle repair establishment</i>; or,</p> <p>vi) For a <i>service shop</i>.</p>
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## **BUILDING PERMIT SUBMISSION**

The building permit review is to ensure the proposal complies with the Ontario Building Code.

The following items are required for building permit submission:

- Completed building permit application
- Agent authorization form, if the applicant is not the homeowner
- Two copies of floor plans drawn to scale (see sample attached) illustrating the following;
  - Age of the building
  - Label all rooms and common (shared) areas
  - Room sizes with dimensions
  - Ceiling heights
  - Location, size and type of all windows and doors (steel, hollow or solid core) including the height of windows from the floor level
  - Egress requirements (doors and paths of travel)
  - Location and dimension of stairs and hallways
  - Location of smoke and CO detectors
  - Interior finish of perimeter walls
  - Construction of fire separation between units
  - Location of all plumbing fixtures
  - Indicate mechanical ventilation (kitchen exhaust, bathroom fans) and heating system
  - Location and size of heat registers in each room and return air grills
  - Location of all interior and exterior lighting
- Applicable permit fees:
  - Building permit fee: as per Schedule "A" of the current Building By-law
  - Assessment fee: as per the Town's Fees & Charges By-law
  - Security deposit: 10% of the proposed construction value (min \$500.00, max. \$2000.00)

### **REGISTRATION OF THE ACCESSORY DWELLING UNIT**

Once the building permit has been issued and all of the required inspections have been completed, including the final inspection, the accessory dwelling unit must be registered with the Town's Community Planning Division.

### **SECURITY DEPOSIT RELEASE**

Once the project receives an approved Final inspection, the homeowner or applicant can contact the Building Division to process the security deposit release. Please see the attached payment information form that must also be completed and submitted to the Building Division in order to release the funds.

Date Received:  
  
FOR INTERNAL USE ONLY



Permit #:  
  
FOR INTERNAL USE ONLY

**Town Of Bradford West Gwillimbury  
Zoning Compliance Form**

305 Barrie Street – Tel. (905) 778-2055 – Fax (905) 778-4343

Please turn to the back of this page for submission instructions. This form must be attached to a sketch/survey of the subject property identifying all existing features as well as the proposed development. All dimensions on the sketch/survey as well as this form are to be in metric. For additional information, please contact the Development & Engineering Services at (905) 778-2055.

**APPLICANT INFORMATION**

1. Name:	2. Phone Number:
	3. Email:

4. Address:

**OWNER INFORMATION**

5. Name:	6. Phone Number:
	7. Email:

8. Address:

**PROPERTY INFORMATION**

9. Municipal address of subject property:

10. Legal description of subject property:

11. Easements or restrictive covenants affecting the subject lands? Y N

12. Site plan agreement executed (please circle): Y N N/A

13. Zoning by-law amendment / minor variance file no.:

**PROJECT DESCRIPTION**

14. Type of construction (check applicable boxes):

<input type="checkbox"/> Residential	<input type="checkbox"/> New Construction
<input type="checkbox"/> Industrial/Commercial	<input type="checkbox"/> Addition
<input type="checkbox"/> Institutional	<input type="checkbox"/> Interior Alteration
<input type="checkbox"/> Agricultural	

15. Road Occupancy Permit:  Yes, please see item #15 on page 2 of this form  
 No, public right-of-ways will not be affected

16. Existing use (please describe):

17. Proposed use (please describe):

18. Number of new residential units (if applicable):

19. Description of project:

PROJECT DIMENSIONS (see back of page for definitions)	TO BE PROVIDED	OFFICE USE
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20. Lot area:		
21. Lot frontage:		
22. Lot depth:		
23. Existing footprint area:		
24. Existing total floor area: house sq. ft.: share area sq ft.:		
25. Additional footprint area:		
26. Additional total floor area: square footage of accessory dwelling unit only:		
27. Existing floor area below grade (ICI only):		
28. Additional floor area below grade (ICI only):		
29. Coverage:		
30. Landscaping/Open Space (ICI only):		
31. Maximum Building height:		
32. Front yard: Garage: Other Portions of the Dwelling:		
33. Rear yard:		
34. Side yard:		
35. Number of parking spaces including disabled parking spaces:		
36. Maximum Garage Opening:		
37. Maximum Garage Projection:		
38. Driveway width: Min.: Max.:		
39. Site Triangle Dimensions:		

**APPLICANT'S DECLARATION FOR INTERNAL USE ONLY**

"I hereby declare the statements above and those contained in all of the exhibits submitted herewith are true and accurate."  Signature:	Zoning By-law: <input type="checkbox"/> 2010-050 <input type="checkbox"/> 2263 <input type="checkbox"/> 79B25 <input type="checkbox"/> 81-37				
	Zone:				
		yes	no	n/a	notes:
	zone compliant?:				
	water?:				
	sewer?:				
	devel. agree?:				
	Reviewer:			Date:	

**Town Of Bradford West Gwillimbury  
Zoning Compliance Form – Submission Instructions**

As per the *Building Code Act*, development proponents must demonstrate compliance with applicable zoning by-laws prior to submitting building permit applications. The Town's zoning by-laws are available on our website at [www.townofbwg.com](http://www.townofbwg.com) (select "Zoning By-law" on the Planning Division page), or at the Development & Engineering Services located at 305 Barrie Street, Unit 2, Bradford.

Based upon the submission of this form, the Development & Engineering Services will assess the proposal and advise applicants as to whether it complies with zoning, does not comply, or, that additional information is required.

This form must be attached to a sketch/survey of the subject property identifying all existing features as well as the proposed development. The plan must include:

- the full perimeter of the property (if property is greater than 0.5 hectares in size, identify the property lines in closest proximity to the proposed structure)
- the centreline of any public roads abutting the subject property
- existing buildings shown with solid lines
- new or building additions shown with dashed lines
- area of each buildings' footprint
- illustrate all parking spaces and dimensions
- all distances between existing/proposed buildings and property lines as well as the centreline of any abutting public roads (if applicable)
- north arrow and scale
- all dimensions on the sketch/survey labeled in metric

**COMPLETING THE FORM:**

The following information corresponds with each section listed on the front of this form. For additional assistance, please contact the Development & Engineering Services at (905) 778-2055.

**APPLICANT AND PROPERTY INFORMATION**

1. **Name of applicant:** person submitting the zoning compliance form
2. **Phone number:** contact number to reach the applicant
3. **Email:** email address of applicant
4. **Address:** mailing address of applicant
5. **Name of Property Owner:** person who owns the subject property
6. **Phone number:** contact number to reach the property owner
7. **Email:** email address of the property owner
8. **Address:** mailing address of property owner
9. **Municipal address of subject property:** street name and number
10. **Legal description of subject property:** list the lot and concession or lot/block number and reference/registered plan number; this information is available from tax bills, surveys, deeds, mortgage documents
11. **Easements or restrictive covenants affecting the subject lands:** easement or restrictive covenants registered on the subject property; contact the Land Registry Office if you are uncertain
12. **Site plan agreement executed (if applicable)?** most non-residential and non-farm development is subject to site plan control; permits cannot be issued until site plan approval is granted and an agreement is executed; contact the Planning Department if you are uncertain if site plan approval is required for your project
13. **Zoning by-law amendment / minor variance file no. (if applicable):** if a zoning by-law amendment or minor variance has been granted for the property within the past five years, list the file or by-law number if known

**PROJECT DESCRIPTION**

14. **Type of construction (check applicable boxes):** identify whether the project is for residential, industrial/commercial, institutional or agricultural development, and whether the project is for an entirely new structure, an addition, or interior renovation
15. **Road occupancy permit:** for any excavations, placement of material, fixtures or objects on public right-of-ways on a temporary or permanent basis, a road occupancy permit is required. For more information, please contact Transportation Services at 905-778-2055 ext. 2200.
16. **Existing use (please describe):** identify the use of any existing structures; otherwise state "vacant" if the property is clear of structures
17. **Proposed use (please describe):** what will the proposed structure be used for? i.e. detached dwelling, bank, tool shed, etc.
18. **Number of new residential units (if applicable):** if a residential project includes multiple units (i.e. apartment), list the number of units; otherwise state "N/A"
19. **Description of project:** provide a detailed description of the project; for example – "two-storey addition to an existing detached house consisting of a family room on the first floor and master bedroom on the second floor"

**PROJECT DIMENSIONS**

20. **Lot area:** the total horizontal area within the lot lines
21. **Lot frontage:** the horizontal distance between the side lot lines
22. **Lot Depth:** the horizontal distance between the front and rear lot lines
23. **Existing footprint area:** the total area of the first floor of all existing buildings on the property
24. **Existing total floor area:** the total area of all floors of all existing buildings on the property (excluding basements)
25. **Additional footprint area:** the total area of the first floor of all proposed buildings and building additions
26. **Additional total floor area:** the total area of all floors of all proposed buildings and building additions (excluding basements)
27. **Existing floor area below grade:** the total area below grade (basement) of all existing buildings on the property (this information is not required for residential projects)
28. **Additional floor area below grade:** the total area below grade (basement) of all proposed buildings and building additions (this information is not required for residential projects)
29. **Coverage:** add the existing (Box 22) and additional (Box 24) footprint areas and divide the sum by the total area of the subject property (Box 19)
30. **Landscaping/Open Space:** provide the percentage of lot coverage that is landscaped or open space
31. **Building height:** for a flat roof, measure from the ground to the roofline; for a peaked roof, measure from the ground to the midpoint between the eaves and the peak of the roof
32. **Front yard:** list the closest dimension between the proposed structure and the front property line; for corner lots, the front yard is deemed to be the shortest of the yards adjacent to the streets
33. **Rear yard:** list the closest dimension between the proposed structure and the rear property line; the rear yard is deemed to be that opposite of the front yard
34. **Side yard:** list the closest dimension between the proposed structure and each side property line
35. **Number of parking spaces:** list the number of parking spaces provided that meet the minimum dimensions as per the sketch discussed above that you attach to this form
36. **Maximum Garage Opening:** the measurement between the outside walls facing the applicable lot line
37. **Maximum Garage Projection:** the measurement of the garage wall that projects beyond the façade of the dwelling
38. **Driveway Width:** the width of the driveway at the garage
39. **Site Triangle Dimensions:** distance from lot line point of intersection

**APPLICANT'S DECLARATION**

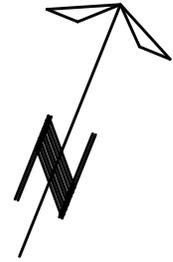
By signing this section of the form, the applicant is confirming that all information provided is accurate to the best of their knowledge.

**NOTE:** All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Planning Act, R.S.O. 1990, c. P.13, as amended, and will be used for the purposes of reviewing this application only. Questions regarding this collection may be directed to the

12200mm

EXISTING SHED

LOT 9



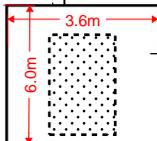
# SITE PLAN

SCALE 1:200

SKETCH OF SURVEY

38100mm

EXISTING 1 STOREY BRICK & FRAME DWELLING NO. 38



GARAGE

EXISTING DRIVEWAY



→ 2.7m x 6.0m parking space

12200mm

3.7m

## SAMPLE DRIVE

**TACBOC**  
STANDARD DETAIL

TITLE  
SAMPLE DRAWING  
SITE PLAN

DWG. NO.

A03a

2007

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: <u>Town of Bradford West Gwillimbury</u> <small>(Name of municipality, upper-tier municipality, board of health or conservation authority)</small>				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or		Authorized agent of owner
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )		Cell number (    )	
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (    )	Fax (    )		Cell number (    )	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number (     )		Fax (     )	Cell number (     )	
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that:				
(print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.





Town of Bradford West Gwillimbury  
305 Barrie Street, Unit 4B  
Bradford, Ontario, Canada L3Z 2A9

Phone: 905-778-2055

Fax: 905-778-2035

Inspection Fax: 905-778-2035

Inspection E-mail: [buildinginspections@townofbwg.com](mailto:buildinginspections@townofbwg.com)

[www.townofbwg.com](http://www.townofbwg.com)

**AGENT AUTHORIZATION FORM**

**TO: BUILDING DIVISION**

**MUNICIPALITY: TOWN OF BRADFORD WEST GWILLIMBURY**

**Legal Description:**

Lot: \_\_\_\_\_ Plan/Conc.: \_\_\_\_\_

Street Address: \_\_\_\_\_

The undersigned, registered property owner(s) of the above-noted property, do hereby authorize \_\_\_\_\_, to make applications and amendments to applications on my/our behalf. It is understood that I/we will abide by all by-laws and acts of the Town of Bradford West Gwillimbury and that any approvals granted by this application will be carried out in accordance with the municipal requirements.

Property Owner's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Property Owner's Address (if different than property above):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

All personal information this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and the *Building Code Act, 1992*, S.O. 1992, c. 23 and will be used for the purposes of the administration and enforcement of the *Building Code Act, 1992*. Questions regarding this collection may be direct to the Chief Building Official, Town of Bradford West Gwillimbury, 305 Barrie Street Unit 4B, Bradford, ON, L3Z 2A9, Telephone 905-778-2055, Fax 905-778-2035.

**PAYMENT INFORMATION**

Vendor Name	
Address	

To ensure the accuracy of our account information, ***you must attach a voided cheque*** and complete the following financial information:

Name of Financial Institution	
Address of Financial Institution	

**BANK ACCOUNT INFORMATION:**

Transit #	Bank #	Account #

**REMITTANCE INFORMATION**

**Contact person:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_

Name: \_\_\_\_\_ Title/Position: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please fax this completed form and a "void cheque" to 905-775-4472 to the attention of Cecilia Fick, A/P clerk or e-mail to [cfick@townofbwg.com](mailto:cfick@townofbwg.com)**

All personal information on this form is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and Municipal Act, 2001 and will be used for the purposes of refunding payment to a payee. Questions regarding this collection may be directed to Cecilia Fick, Finance Dept, 61 Holland St E, cfick@townofbwg.com or 905-775-5303 extension 3105.

