

Guide to Create Additional Residential Units

1. What is an Additional Residential Unit (ARU)?

An ARU is a residential dwelling unit completely self-contained and subordinate to and located within the same building and/or on the same lot as the primary residential unit, where a primary residential unit is a single detached, semi-detached or townhouse dwelling.

In the Oak Ridges Moraine Area, an ARU is permitted only within the same building as the primary residential unit, being a single detached dwelling.

All ARUs must include the following areas that are separate from the primary residential unit: a separate entrance, kitchen facilities, washroom facilities, and living space.

2. Required Application Documents

- ✓ Completed Application for Registration of an Additional Residential Unit (Appendix A)
- ✓ Two copies of a site plan showing:
 - lot configuration;
 - dimension of each lot line;
 - primary residential unit location;
 - location of all accessory structures;
 - location and dimensions of on-site parking spaces in accordance with current zone provisions applicable to the subject lot;
 - location of walkways leading to ARUs;
 - location of well and septic system; and
 - any other relevant information that may assist with the review and approval of the application.
- ✓ Two sets of drawings showing:
 - all exterior entrances to the house;
 - secured entrances to each dwelling unit;
 - room uses and sizes including each room area calculation;
 - ceiling heights in each room;
 - window sizes including all window area calculations and what percent of the room floor area the window is; and



- the total floor area of the ARU and the exterior dimensions of the dwelling (where applicable, the common areas of the dwelling are to be shaded).

3. How do I register my ARU?

All ARUs must be registered under By-law 2020-162. Unregistered ARUs are considered illegal. Units previously registered under Town of Lindsay By-law 97-169 and City of Kawartha Lakes By-law 2014-305 will be deemed compliant.

The purpose of the Registration By-law is to ensure that all ARUs in the City of Kawartha Lakes are safe and legal. The Registration By-law allows the City to maintain a complete inventory of all single detached dwellings, semi-detached dwellings and townhouse dwellings that contain ARUs, which will be used, for example, by emergency services agencies (i.e. Fire, Police, EMS) when responding to emergencies, the City's Solid Waste Division for garbage pick up and the City's Planning Division when calculating dwelling unit densities of neighbourhoods.

An Application for Registration of Additional Residential Units must be filed with accompanying paperwork and applicable fee to the Chief Building Official. Please note that where more than one ARU is proposed on a lot, each ARU must be registered individually.

There is a one-time fee required to accompany the application for registration, which can be found in the [Consolidated Fees By-law 2020-137](#). There will also be associated building permit fees applied, if a building permit is deemed by Building Division staff to be required, with respect to required upgrades or new construction.

As part of the registration process, an inspection will be required to ensure the safety of the owner and tenants of the ARU. The inspection may be performed by a Building Inspector or by a Building Inspector in conjunction with a Fire Prevention Officer. The inspector(s) will confirm compliance with applicable regulations and will require access to all areas within all dwelling units.

Once an ARU is registered, the owner will receive a letter of registration from the City.

4. Do I require a Building Permit to register an ARU?

In most cases, a building permit will be required to establish an ARU. Most ARUs will require modifications with respect to the Ontario Building Code to comply with



registration requirements. A building permit considers items such as access/egress, suite to suite fire separations, room sizes, window sizes, locations of smoke detectors and carbon monoxide detectors and any other items applicable to your site.

The property owner or a qualified designer can prepare the drawings required as part of the building permit application. Drawings must include all Ontario Building Code requirements. Upon submission of a complete application, a building permit will be issued within 10 business days.

5. Overview of regulations relating to ARUs

(a) Ontario Building Code:

Please refer to the Ontario Building Code for exact provisions relating to ARUs. The following is for information purposes only.

Items associated with an ARU, including but not limited to the following, must comply with the Ontario Building Code:

- ✓ Fire separations between dwelling units, between dwelling units and common spaces such as exit corridors, laundry rooms and other spaces that are accessible by all dwelling units
- ✓ Exits from each dwelling unit
- ✓ Smoke alarms on each floor level in each dwelling unit, and carbon monoxide detectors
- ✓ Heating and ventilation system requirements

ARUs proposed on properties serviced with a private on-site sewage system will require a review of the existing system components and capacities. In many cases, the existing sewage system will not be adequate for the increased usage and a new sewage system or upgraded sewage system will be necessary. Contact the Building Division – Sewage System Area Inspector to initiate a discussion around the requirements for applications and permitting for private on-site servicing.

(b) Zoning By-law:

Please refer to the applicable Zoning By-law for exact provisions relating to ARUs. Below is for information purposes only.

General requirements for ARUs:

- ✓ The ARU complies with the Ontario Building Code, Fire Code, Zoning By-law and any other municipal and provincial standards
- ✓ The lot has adequate sewage and water supply
- ✓ On private services, lot area is at least 0.4 hectares
- ✓ The lot fronts on and has access to an improved public street, maintained year-round
- ✓ The lot is not used for a bed and breakfast establishment
- ✓ The primary residential unit meets the parking requirements in the Zoning By-law
- ✓ Floor area of an ARU is equal to or less than the floor area of the primary residential unit
- ✓ Up to two ARUs for every primary residential unit, where one ARU is located within the same building as the primary residential unit and the other ARU is in an accessory building or structure on the same lot as the primary residential unit
- ✓ Within the Oak Ridges Moraine Area, a maximum of one ARU may be located in the same building as the primary residential unit, being a single detached dwelling
- ✓ ARU is not located within the EP Zone, HL Zone, OS Zone, ORMCA Zone, ORMLA Zone, ORMEP Zone, floodplain area, water setback or other hazardous lands
- ✓ ARU complies with the Minimum Distance Separation formulae from neighbouring livestock barns, manure storages and/or anaerobic digesters
- ✓ Where ARU is located on an upper storey of an accessory building or structure, the height of the accessory building or structure may be increased to 10m and be located no less than 1.2m from side and rear lot lines

(c) Ontario Fire Code:

Please refer to the Ontario Fire Code for exact provisions relating to additional residential units. Below is for information purposes only.

ARUs must comply with the following items under the Ontario Fire Code, including but not limited to:

- ✓ Fire separation from each dwelling unit
- ✓ Means of escape from each dwelling unit
- ✓ Smoke alarms
- ✓ Electrical safety



Property owners should be aware that bringing existing dwellings that contain an ARU into compliance with the Ontario Fire Code regulations may require alterations for which a building permit is required under the Building Code Act.

5. Agency Contact Information

- Building Division: 705-324-9411 ext. 1288
- Fire Prevention Division: 705-324-5731 ext. 545
- Electrical Safety Authority: 877-372-7233
- Registrar: 705-324-9411 ext. 1200

To locate a qualified designer, contact the Building Division to obtain a list of House and Small Buildings designers.

6. FAQs

How do I obtain an address/sign for my ARU?

Upon completion of registration, a municipal address will be assigned to the ARU. It is the owner's responsibility to display the address for the ARU so that in urban areas, it is visible from the street and in rural areas, directional arrows direct Emergency Services personnel to the entrance to the unit and the location of the unit is clearly indicated on the building face visible upon approach down the driveway.

Can my tenant park on the street?

Please be aware that vehicles illegally parked on the street will be ticketed and no exceptions will be made for ARUs. Before creating an ARU, please consider the parking needs for all units and ensure the combined parking needs can be accommodated wholly on the subject property.

Can I sever an ARU from the primary residential unit?

An ARU within an accessory building or structure is not eligible for a severance from the primary residential unit. An ARU, by definition, must be located on the same lot as its primary residential unit.



Appendix A:

**Application for Registration of Additional Residential
Units (ARUs)**

Application for Registration of Additional Residential Units (ARUs)

General Requirements for All ARUs:

- The ARU complies with the Ontario Building Code, Fire Code, Zoning By-law and any other municipal and provincial standards
- The lot has adequate sewage and water supply
- On private services, lot area is at least 0.4 hectares
- The lot fronts on and has access to an improved public street, maintained year-round
- The lot is not used for a bed and breakfast establishment
- The primary residential unit meets the parking requirements in the Zoning By-law
- Floor area of an ARU is equal to or less than the floor area of the primary residential unit

ARU in the Same Building as a Primary Residential Unit:

- Meets the general requirements for all ARUs (as above)
- Primary residential unit is a lawful single detached dwelling, semi-detached dwelling or townhouse dwelling
- Maximum of one ARU in the same building as the primary residential unit
- ARU is not located within the EP Zone, HL Zone, OS Zone, floodplain area, water setback or other hazardous lands

ARU in an Accessory Building or Structure:

- Meets the general requirements for all ARUs (see above)
- Primary residential unit is a lawful single detached dwelling, semi-detached dwelling or townhouse dwelling
- Maximum of one ARU in an accessory building or structure on the same lot as a primary residential unit
- Lot is not within the Oak Ridges Moraine Area
- ARU is not located within the EP Zone, HL Zone, OS Zone, floodplain area, water setback or other hazardous lands
- ARU complies with the Minimum Distance Separation formulae from neighbouring livestock barns, manure storages and/or anaerobic digesters
- Where ARU is located on an upper storey, an accessory building or structure is no more than 10m in height and located no less than 1.2m from side and rear lot lines

ARU in the Oak Ridges Moraine Area:

- Meets the general requirements for all ARUs (see above)
- Primary residential unit is a lawful single detached dwelling
- Maximum of one ARU per lot located in the same building as a primary residential unit
- ARU is not located within the ORMCA Zone, ORMLA Zone, ORMEP Zone, floodplain or water setback

Application for Registration of Additional Residential Units (ARUs)

Application Package Must Include:

- Completed Application for Registration of Additional Residential Units
- Registration fee
- Two copies of a site plan showing:
 - lot configuration;
 - dimension of each lot line;
 - primary residential unit location;
 - location of all accessory structures;
 - location and dimensions of on-site parking spaces in accordance with current zone provisions applicable to the subject lot;
 - location of walkways leading to ARUs;
 - location of well and septic system; and
 - any other relevant information that may assist with the review and approval of the application.
- Two sets of drawings showing:
 - all exterior entrances to the house;
 - secured entrances to each dwelling unit;
 - room uses and sizes including each room area calculation;
 - ceiling heights in each room;
 - window sizes including all window area calculations and what percent of the room floor area the window is; and
 - the total floor area of the ARU and the exterior dimensions of the dwelling (where applicable, the common areas of the dwelling are to be shaded).

Submit Application Package To:

Attention: Chief Building Official
Development Services - Building Division
180 Kent St. W.
Lindsay, ON K9V 2Y6



Development Services
180 Kent Street West, Lindsay ON K9V 2Y6
Tel: 705-324-9411
Website: www.kawarthalakes.ca

Application for Registration of Additional Residential Units (ARUs)

1. Owner / Applicant

Registered Owner(s)

Full Name(s):

Mailing Address:

City:

Postal Code:

Phone:

Email:

Applicant (if different than Owner)

Full Name:

Mailing Address:

City:

Postal Code:

Phone:

Email:

2. Location and Description of the Subject Land

Municipal Address:

Assessment Roll Number:

Primary Residential Unit:

Single detached dwelling

Semi-detached dwelling

Townhouse dwelling

Occupancy of the Primary Residential Unit:

Owner

Tenant

Other (e.g. relationship to Owner)

Location of the ARU:

Within the same building as the primary residential unit

Within an accessory building or structure

Is the ARU Existing?

Yes

No

Total Number of Parking Spaces on the Subject Property:

1

2

3

4

More than 4

Are There Any Existing, Registered ARUs on the Subject Property?

No - this is the first ARU

Yes - there is one or more registered ARU(s)

Is There a Bed and Breakfast Use on the Subject Property?

Yes

No

3. Declaration of Owner

I/We, (print name(s)) _____ certify that:

I/We am/are the registered owner(s) of the land that is subject to this application for approval of this document and, for the purpose of the Municipal Freedom of Information and Protection of Privacy Act, I/We authorize and consent to use by or the disclosure to any person or public body of any personal information that is collected under the authority of the Municipal Act, 2001 for the purposes of processing this application.

Signature of Owner:

Date:

Signature of Owner:

Date:

4. Authorization

Consent of the Owner(s) for Applicant to Make Application

I/We, (print name(s)) _____ am/are the owner(s) of the land that is the subject of this application and

I/We authorize (print name) _____ to make this application on my/our behalf and to provide any of my/our personal information that will be included in this application or collected during the processing of this application.

Signature of Owner:

Date:

Signature of Owner:

Date: