

Additional Residential Unit Registration Application Portal Guide

The forms listed on this application guide represent the most common required forms and may not represent all required forms relating to your project. Review of your application submission may result in a requirement for further documentation. All forms, guides and applications can be found on our [Building Permits and Guides page](#).

Mandatory uploads for each application:

- Site plan
- ARU Floor Plans
- Primary Unit Floor Plans

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.

Floor Plan of Additional Residential Unit showing:

- all floors, including basements and unfinished areas as well as overall dimensions;
- all exterior entrances;
- room uses and sizes including each room area calculation;
- ceiling heights in each room; and
- window sizes including all window area calculations and what percent of the room floor area the window is.



Building & Septic Division, Development Services

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Floor Plan of Primary Unit showing:

- all floors, including basements and unfinished areas as well as overall dimensions;
- all exterior entrances to the house;
- room uses; and
- where applicable, the common areas of the dwelling are to be shaded

Other documents, such as Planning Decisions, Interpretations or

Correspondence. - If you have been in contact with the Planning Department and have had a Planning Application or been provided with information that may assist in processing your application, please upload it here.