

## **Process to Register an Additional Dwelling Unit (ADU)**

The process to create an ADU is meant to be as easy as possible. Converting existing dwelling units and constructing new ADUs is now a right in all residential zones and the City encourages the creation of legal ADUs. The most important aspect is that units are being constructed to provide the required level of health and safety for the potential occupants of all applicable units.

The City recognises that some existing units were constructed illegally and may not meet *Ontario's Building Code*. The City will work with applicants to bring their units into compliance. However, all applicable sections of the *Ontario Building Code* and the City's Zoning By-Law need to be met.

Each proposed ADU may be a little different due to the type of construction, location of the unit, and the built form of the existing primary dwelling.

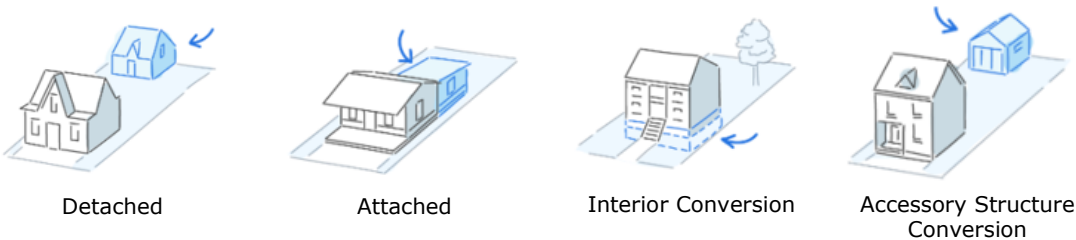
# Process

## Step One- Planning

The applicant will need to consider where they want to locate the proposed ADU. ADUs may be built within the main dwelling, as an addition to the existing main dwelling unit, an existing accessory structure may be converted, or a new accessory structure can be constructed. Please see the checklist and guide document attached.

During this stage, the applicant should draw a site plan to illustrate the location of the existing buildings, proposed buildings, entrances for the proposed ADU, and how the site can accommodate required parking spaces.

Applicants may also be eligible for financial incentives through the Growth Community Improvement Plan (GCIP). For more information, please visit [www.northbay.ca/gcip](http://www.northbay.ca/gcip) or email [growthcip@northbay.ca](mailto:growthcip@northbay.ca) or call (705)-474-0400 ext. 2414.



**Figure 1. Different Options for ADUs**

## Step Two- Evaluation

The applicant should make sure that their vision for their ADU will meet the requirements of the *Building Code*. If the applicant does not have a good understanding of the *Building Code*, it is recommended that they hire a small building designer to review the concept and ensure there are no concerns in meeting applicable requirements.

Please note that there are significantly more requirements when a third unit is proposed. For more information, please visit [www.northbay.ca/building](http://www.northbay.ca/building) or email [building@northbay.ca](mailto:building@northbay.ca) or call (705)-474-0400 ext. 2415

### **Step Three- Consult with the City**

Applicants are encouraged to discuss their proposal with the City's Planning and Building Services Department to ensure there are no issues with their proposed ADU. The City can advise of certain requirements of the *Ontario Building Code* and the Zoning By-law that must be met.

For questions and concerns about the *Ontario Building Code*, please visit [www.northbay.ca/building](http://www.northbay.ca/building) or email [building@northbay.ca](mailto:building@northbay.ca) or call (705)-474-0400 ext. 2415.

For questions about the City's Zoning By-law, visit [www.northbay.ca/zoning](http://www.northbay.ca/zoning) or email [zoning@northbay.ca](mailto:zoning@northbay.ca) or call (705)-474-0400 ext. 2414.

### **Step Four- Design**

The applicant or their designer must prepare drawings, a site plan and submit a building permit application to the Planning & Building Services Department.

Staff will review the application and drawings, and once satisfied that the design meets the requirements of the Ontario Building Code, issue a building permit along with a schedule of inspections. The cost of the building permit will depend on the size and amount of work required.

For questions about building permits, please visit [www.northbay.ca/building](http://www.northbay.ca/building) or email [building@northbay.ca](mailto:building@northbay.ca) or call (705)-474-0400 ext. 2415.

### **Step Five- Construction**

Once a building permit has been issued, the construction of the ADU can begin. The building permit will outline the required inspections that will need to be completed. It is the responsibility of the applicant to request all required inspections and ensure that each inspection is approved prior to proceeding to the next phase of construction.

**Step Six- Registration**

The ADU will then be included on the ADU registry and will remain on the registry for future sales and tenants. There is no fee associated with registration of ADUs.



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## ADDITIONAL DWELLING UNIT PERMIT APPLICATION CHECKLIST

Permit Fee: \$11.23 per \$1000.00 of Construction Value. Minimum fee of \$765.00.

- Application to Construct or Demolish
- Schedule 1: Designer Form
- Owner's Consent Form (Required if Applicant is NOT Owner)
- Application to Register Additional Dwelling Unit(s)
- Construction Drawings – Including, **but not limited to:**
  - Existing Conditions & Proposed Scope of Work
  - Life Safety Elements
  - Window & Door Locations and Sizes, Room Sizes & Ceiling Heights
  - Fire Separations and SB-3 Compliance Proposals
  - Fully Dimensioned
- Site Plan – Including, but not limited to:
  - All Property Lines & Associated Dimensions
  - All Structures on Property
  - All Parking Spaces & Associated Dimensions

For the required construction drawings it is advisable that you obtain the assistance of a Registered BCIN Designer to complete the drawings. If you own the property, and it is only two units you are allowed to complete your own drawings if you can provide all of the necessary information in a legible format. If all three units are to be contained within one structure, it is no longer considered a house under the Ontario Building Code, and therefore you must retain the services of a Registered BCIN Designer with the minimum qualifications of Small Buildings and Building Structural. Alternatively, an Architect or Engineer could provide the design.

If you are converting an existing Accessory Structure into an Accessory Dwelling Unit, please refer to **Building Services Policy for Converting an Accessory Structure to a Dwelling Unit**. (Attached)

New detached Accessory Dwelling Units are subject to the same Ontario Building Code requirements as a new house.



## CONVERTING AN ACCESSORY STRUCTURE TO A DWELLING UNIT

### **Building Services Policy for Converting an Accessory Structure to a Dwelling Unit**

In any case the Accessory Structure must have been constructed with a Building Permit. If no records are available, the applicant must first obtain a Building Permit for the Accessory Structure prior to applying for the Change of Use Building Permit and the Application to Register a Secondary Dwelling Unit. If a Building Permit for the Accessory Structure is required the Applicant must provide detailed drawings of the existing structure, and a site plan for approval by the Zoning Administrator. A Building Inspection will be required, and the Applicant will be required to expose all necessary elements of the buildings structure.

The Change of Use Building Permit is being issued on the basis that the existing structural elements of the Accessory Structure are in good repair. If any structural repairs or modifications are to be made, they must be clearly outlined in the Building Permit Application. If a Building Inspector has cause for concern with the integrity of the existing Accessory Structure, a structural audit will be required.

**Requirements listed below for insulation values, ventilation and heating systems are applicable to all structures more than 5 years old. If structure proposed for conversion is less than 5 years old, all alterations shall comply with the appropriate sections of the Ontario Building Code as applicable for new construction.**

#### **Minimum Insulation Requirements**

If the existing structure, or part of the structure is insulated and not proposed to be modified the existing condition is acceptable. If the structure, or part of the structure is uninsulated the following insulation values must be met for the individual system:

<b>Assembly</b>	<b>Minimum R Value</b>
Floor Slab / System (Unheated)	R5
Floor Slab / System (Heated)	R10
Walls Above Grade	Fill Cavity (Min. R12) + R5ci (Rigid)
Roof With Attic	R40 with Ventilation Maintained Throughout
Roof Without Attic	R31 with Ventilation Maintained Throughout
Vapour barrier to be appropriately provided and installed.	

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**Ventilation Requirements**

Ventilation system shall have a heat or energy recovery ventilator (HRV or ERV). Ventilation system to be designed by a qualified individual and drawings provided at the time of Building Permit submission. Minimum efficiency not specified, design to best practice.

**Heating Requirements**

Heating facilities shall be capable of maintaining an indoor ambient temperature of 21 degrees Celsius. Minimum efficiency not specified.

**Other Considerations**

All other applicable elements of OBC Division B, Part 9 and Part 11 not mentioned above are to be in compliance with their respective parts. Including, but not limited to, room sizes, natural light requirements, ceiling heights, plumbing fixtures and installation, life safety elements, fire separations, exiting, etc.