



**The Corporation of the City of North Bay**  
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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 for a Permit 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

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.