

## **Additional Residential Unit (ARU), Interior Renovation or Addition**

As defined by the Zoning By-Law, an additional residential unit (ARU) means a self-contained residential dwelling unit that is either located within or attached to the primary dwelling unit or located within a detached accessory structure to the primary dwelling unit. An Additional Residential Unit is subordinate to the primary dwelling unit, and may be included on the same lot as a single-detached dwelling, semi-detached dwelling, duplex dwelling, triplex dwelling, fourplex dwelling, stacked townhouse dwelling, rowhouse dwelling, and street fronting rowhouse dwelling.

An ARU is a separate living space with kitchen, bathroom, sleeping and shared laundry facilities or a space with the required connections and hook-ups, that can be in a free-standing structure, and can be attached to or above an accessory structure.

An ARU located within the primary dwelling unit may also be commonly referred to as a(n):

- Basement apartment
- Secondary suite
- In-law suite
- Granny flat

A building permit is required for an interior renovation or addition for an ARU located within the primary dwelling unit. All building permit applications for additional residential units must comply with the Ontario Building Code (O.B.C.) and applicable laws, including the County of Brant's current Zoning By-law.

The Ontario Building Code requirements vary according to the age of the building. You will be required to provide documentation confirming the age of the existing dwelling. For new buildings and buildings less than five years old, Part 9, Division B of the O.B.C. applies. For buildings five years and older, requirements may have compliance alternatives under Part 11, Division B of the O.B.C. It is recommended to acquire a consultant and/or a qualified designer prior to the planning of your project.

### **Private Services**

An additional residential unit may be permitted on a privately serviced lot with an individual well and septic system.

#### **Septic System**

The capacity and design of a private septic system is regulated by Part 8, Division B of the O.B.C. If the proposed ARU will be tied into an existing septic system, the applicant will be required to demonstrate that the existing system has sufficient capacity for the additional unit. The existing system will need to be evaluated to determine if it has the capacity to accommodate the additional load that could be imposed upon it and is in good working order.

Additional bedrooms, size of the second unit or additional plumbing fixtures could require an upgrade to the existing septic system. If any upgrades or changes are required, or an entirely new system is proposed, the design must be prepared by a qualified sewage system designer and a separate permit must be applied for. Additional fees will be required.

## Private Well

Information and rules for residential well owners for the proper location, construction, and maintenance is regulated by the [Ministry of Environment, Conservation and Parks](#).

## Municipal Services

An additional residential unit may be permitted on a lot serviced by municipal water and sanitary sewer. The County of Brant Development Engineering Division will review the unit for meeting municipal servicing capacity and approve if capacity is available.

Upgrades to the water service may be required depending on the number of fixture units proposed on the property. The required Water Service Pipe Sizing Worksheet verifies the required size of water service connection.

If any works are to be constructed in the municipal right away, including but not limited to connection to the watermain or municipal sanitary sewer, a permit will be required through the Operations Department. For further information please contact [operations@brant.ca](mailto:operations@brant.ca)

## Building permit application submission requirements:

In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.

This checklist provides a summary of the Building Permit submission requirements for additional residential units within primary dwellings and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws, and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Designer information 'Schedule 1' to be filled out
  - Designer's name, Building Code Identification Number (BCIN), and signature must appear on all drawings submitted.
- Water Service Pipe Sizing Worksheet (if connected to municipal water service)
- Completed County of Brant Applicable Law Checklist
- Site plan, including:
  - The address or roll number (beginning with 2920) of the property
  - All property lines and surrounding streets labelled
  - All proposed and existing buildings and structures on the property labelled
  - Proposed distance from all legal property lines (not street lines, sidewalks, etc.)
  - Location of septic system (if applicable) and distance to proposed building(s)
  - Driveway length and width, showing number of parking spaces provided
- Complete set of construction drawings drawn to scale, including:
  - **Foundation Plans** (incl. size of walls, footings, and piers)
  - **Floor Plans** (incl. overall dimensions, room names, plumbing fixtures, structural information, door and window sizes, smoke and CO detectors)

- **Building Elevations** (4) from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, cladding material, roofing material, and window and door location and sizes.
  - **Cross Sections** (1 min) through the wall from footings to roof noting all materials in the foundation, wall, and roof assembly.
  - **Other Details that may be required:**
    - Existing building details
    - Roof truss layout
    - Engineered product specifications and layouts
- Grading Review
- Is required for any work proposed outside the footprint of the existing building (ex. new basement entrances, additions, new exterior stairs or landings, etc.). You can send your site plan to the Grading Department at [grading@brant.ca](mailto:grading@brant.ca), or contact them directly for additional information
- A letter from a heating contractor stating:
- The size of the existing HVAC system and whether the existing system will accommodate the addition or renovation
  - Heat loss/gain calculations and mechanical ventilation design summary and/or layout may be required.
  - Provide along with calculations - Schedule 1: Designer Information
- Energy Efficiency Design Summary form and applicable supporting documentation
- A letter from a licensed installer or professional engineer verifying the location of the existing septic system, tile bed size, and capacity of existing tank, can accommodate the addition or renovation for the ARU and is in good working order
- Alterations to the septic bed or tank to accommodate the addition or renovation for the ARU will require a separate permit
- A copy of an approved [Public Works Permit](#) for any works being done within the Municipal road allowance or connecting to municipal water and/or sanitary sewer is required prior to the building permit being issued. For more information, contact [operations@brant.ca](mailto:operations@brant.ca).

## Next steps:

- Submit the complete permit application and supporting documents through the [County of Brant website](#)
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and lot grading approval. Comments are provided during review to identify any outstanding requirements and to summarize all applicable fees.
- When all fees are paid, the plans are reviewed for compliance with the Ontario Building Code. The permit is issued when review is complete, and fees are paid.
- Once construction begins, inspections must be scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

## Need help?

If you have any questions, please feel free to contact us at any time, and we will assist you through the process! Call 519.44BRANT or email us at [building@brant.ca](mailto:building@brant.ca)

# Applicable Law Checklist & Contacts

This form confirms required approvals from other agencies for the purposes of building permit issuance.

Address of Project:	Date:
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If the answer is **yes** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **not** been obtained, the agencies must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

<b>Zoning By-Laws – Planning Division</b>	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
<b>Planning Approval – Planning Division</b>		
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		
<b>Heritage – Policy Planning Division</b>		
Are you demolishing a building that is listed on the County’s heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		
<b>Construction and Fill Permits – Grand River or Long Point Regional Conservation Authority</b>		
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		
<b>Building and Land Use Permits – Ontario Ministry of Transportation</b>		
Is the property within 45m of a highway or 180m from any highway intersection?		
Is the property within 400m of Highway 403 or Highway 24?		
Is the property within 395m of a controlled highway intersection? (applies to sign permits)		
Is this a major traffic generating project located within 800m of a highway?		
<b>Environmental Approvals – Ontario Ministry of Environment</b>		
Is a Record of Site Condition required to be filed due to a change to more sensitive land use?		
Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		
<b>Agriculture and Farms – Ontario Ministry of Agriculture, Food and Rural Affairs</b>		
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		
<b>Electrical Conductor Clearances – Electrical Safety Authority</b>		
Are any overhead power lines located above or within 5.5m of the proposed building?		
<b>Clean Water Act – Development Services</b>		
Is the property located within a Source Water Protection regulated area?		
<b>If yes:</b> does a Water Source Protection Plan restrict the land use you are proposing?		

**Declaration** - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

- None of these applicable law approvals apply to this project.
- Applicable laws checked 'Yes' apply to this project, and approval documents are submitted with this application.
- Applicable laws checked 'Yes' apply to this project, however all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name:	Signature:	Date:
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## Applicable law contacts:

<p><b>Lot Grading Department</b>, 519.44BRANT or <a href="mailto:grading@brant.ca">grading@brant.ca</a></p> <p>Lot Grading Certification is important to keep your property and neighboring properties safe from water damage and drainage problems. Grading comments are required for every building permit application.</p>
<p><b>Planning - Development Services Department</b>, 519.44BRANT or <a href="mailto:planning@brant.ca">planning@brant.ca</a></p> <p>Planning applications can be made online through the <a href="#">County of Brant website</a>. Planning must review all applications for non-residential projects and signs.</p>
<p><b>Operations Department</b>, 519.44BRANT or <a href="mailto:operations@brant.ca">operations@brant.ca</a></p> <p>A Public Works Permit is required when work is being done in the road allowance, such as work done to an entrance/driveway or connection/reconnection to a water or sanitary sewer.</p>
<p><b>Heritage/Environmental Planning/Natural Heritage</b>, 519.44BRANT or <a href="mailto:policy@brant.ca">policy@brant.ca</a></p> <p>Review is required if the proposed building is near a watercourse, wetland, or similar natural heritage feature, or if the property is designated as having heritage interest. Refer to the County of Brant Zoning By-law and Interactive Zoning Map to determine if this is applicable to your property.</p>
<p><b>(GRCA) Grand River Conservation Authority</b>, 1.866.900.4722 or <a href="mailto:grca@grandriver.ca">grca@grandriver.ca</a>  <b>(LPRCA) Long Point Regional Conservation Authority</b>, 1.888.231.5408 or <a href="mailto:conservation@lprca.on.ca">conservation@lprca.on.ca</a></p> <p>Development within certain regulated conservation areas requires a permit from the conservation authority before any building permit can be issued. GRCA and LPRCA have online mapping tools to help identify if your property falls within their boundaries. If you are unsure, reach out to them directly for confirmation.</p>
<p><b>Forestry Department</b>, 519.44BRANT or <a href="mailto:forestry@brant.ca">forestry@brant.ca</a></p> <p>Forestry comments are required when building within a woodlot or woodland area, or when a tree adjacent to a natural area or within the County of Brant road allowance will be injured or destroyed.</p>
<p><b>Ontario Ministry of Transportation</b>, 1.800.268.4686 or visit their <a href="#">website</a>.</p> <p>Ministry authorization is required for construction of all buildings, signs and entrances within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.</p>
<p><b>Ministry of the Environment, Conservation and Parks</b>, 1.800.461.6290 or visit their <a href="#">website</a>.</p> <p>Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive use, for major government, properties formerly used for disposal, or renewable energy projects.</p>
<p><b>Ontario Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs</b></p> <p>OMAFRA regulates development on properties not within a settlement boundary, and projects requiring an MDS (Minimum Distance Separation) review. For more information, visit their <a href="#">website</a>.</p>
<p><b>Electrical Safety Authority</b>, 1.877.372.7233 or visit their <a href="#">website</a>.</p> <p>The Ontario Building Code prohibits buildings being located beneath or within certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.</p>
<p><b>Source Water Protection - Development Services Department</b>, 519.44BRANT or <a href="mailto:sourcewater@brant.ca">sourcewater@brant.ca</a></p> <p>Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.</p>

# Water Service Pipe Sizing Worksheet

The size and capacity of a potable water system pipe shall be designed in accordance with 7.6.3.1. of Division B of the Ontario Building Code (O.B.C.). Where both hot and cold water is supplied to fixtures in residential buildings containing one or two dwelling units, the water system may be sized in accordance with the tables in Part 1 and Part 2 of this form, provided, the minimum water pressure at the entry to the building is 200 kPa, the total maximum length of the water system is 90 metres, and the hydraulic loads for maximum separate demands on water distribution system piping are not less than 100% of the total hydraulic load of the fixture units given in Tables 7.6.3.2.A, 7.6.3.2.B and 7.6.3.2.D, Division B, of the O.B.C. for private use.

Project address:	
Designer name:	Model name (if applicable):
Size of existing water service (for new build enter "0"):	Number of dwelling units served:

## Part 1 – Hydraulic Load (Fixture Unit Calculation)

Fixture or Device	Fixture Units	Quantity	Total Hydraulic Load (fixture units x quantity)
Bathroom group with 6 LPF flush tank*	3.6		
Bathtub with or without shower head	1.4		
Bathtub with 3/4" spout	10		
Bidet	2		
Clothes washer, dishwasher (domestic)	1.4		
Hose bibb (1/2")	2.5		
Lavatory	0.7		
Shower head, spray, multi-head, fixture unit per head	1.4		
Sink, bar	1		
Sink, kitchen, laundry	1.4		
Water closet (6 LPF or less with flush tank)	2.2		
Other:			
<b>Total Fixture Units:</b>			

(Fixture units from Table 7.6.3.2.A, of Division B of the O.B.C.)

\* Bathroom group consists of 1 water closet, 1 lavatory, and 1 bathtub or shower.

## Part 2 – Sizing of Water Service Pipe

Size of water pipe, inches	Water Velocity (m/s)	
		2.4 (copper piping, cold water)
	Hydraulic Load (Fixture Units)	
3/4" ***	16	9
1"	31	18
1-1/4"	57	30

(Above information obtained from Table 7.6.3.4., of Division B of the O.B.C.)

\*\* If a water velocity of other than 2.4 m/s is proposed, provide documentation showing maximum permitted water velocity with maximum hydraulic loads for each water pipe size as recommended by the pipe and fitting manufacturer.

\*\*\* Where both hot and cold water is supplied to fixtures in a house containing only one dwelling unit, the water service pipe is permitted to be a minimum of 3/4" in size provided the total hydraulic load is not more than 26 fixture units.

## Part 3 – Design of Water Service Pipe

Total hydraulic load (fixture units):
Water service pipe size (inches):
Current water service pipe size adequate? <input type="checkbox"/> Yes <input type="checkbox"/> No

If the current water service pipe size is inadequate and the water line needs to be upgraded, a copy of an approved Public Works Permit is required with your building permit application for any works being done within the Municipal road allowance, such as connecting to municipal water and/or sanitary sewer lines. For more information, contact [operations@brant.ca](mailto:operations@brant.ca)

# Application for a Permit to Construct or Demolish

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

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
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>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		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
<b>D. Owner (if different from applicant)</b>				
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.



# Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby  Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

**Note:**

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form 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*.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.