

Additional Dwelling Unit Guide

A Step-By-Step Development Guide To Additional Dwelling Units On Your Property

- What is an ADU?
- Step 1: Determine if an ADU is permitted on your property
- Step 2: Compliance with Zoning Provisions
- Step 3: Getting Your Project Ready
- Step 4: Applying for a Building Permit and Registering your ADU
- Frequently Asked Questions



Alternate formats are available as per the Accessibility for Ontarians with Disabilities Act by contacting the Township of Scugog at 905-985-7346.

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All ADUs are required to be registered with the Township.



About This Guide

The Guide on Additional Dwelling Units (ADUs) outlines the applicable regulations, provisions, permits, and registration requirements for those residents interested in building an ADU on their property. This Guide is intended to provide initial guidance and information into the process and requirements, however there may be property specific items to be addressed that are not covered in this Guide. This is a non-statutory document and should be read in its entirety with the Township of Scugog Zoning By-law No. 14-14.

Contact Information

Township of Scugog: 905-985-7346 | scugog.ca

Planning Department - planning@scugog.ca

Building Department - bdepartment@scugog.ca

Fire Department - fire@scugog.ca

By-law Department - bylaw@scugog.ca

Clerks Department - clerks@scugog.ca

Region of Durham Health Department - 905-985-4889

Region of Durham Works Department - 905-668-7711

Kawartha Region Conservation Authority - 705-328-2271

Lake Simcoe Region Conservation Authority - 905-895-1281

Central Lake Ontario Conservation Authority - 905-579-0411

Municipal Property Assessment Corporation - 1-866-296-6722

Ontario One Call - 1-800-400-2255

Electrical Safety Authority - 1-877-372-7233 | <https://esasafe.com/>

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Definition Of Additional Dwelling Unit (ADU)

The Township of Scugog's Zoning By-law No. 14-14 defines an Additional Dwelling Unit as: "a self-contained residential unit which includes the following areas that are separate from the primary residential dwelling unit: a separate entrance, kitchen facilities, washroom facilities, and living space. An Additional Dwelling Unit shall be contained within a dwelling, or a building or structure accessory to a dwelling. Additional Dwelling Units are also referred to as secondary units, basement apartments, accessory dwelling units, granny flats, or in-law apartments."

Why Build An ADU?

ADUs can provide many benefits, not only to the property owner but also to the larger community. ADUs offer flexibility for living arrangements, including:

- multi-generational living
- aging in place in a smaller home on the same property
- living space for caregivers
- guest arrangements
- rental income from tenants to offset mortgage and/or maintenance costs

ADUs are an investment in your property and will likely increase your property's value. However, the Township does not assess property values. Property Assessments are completed by the Municipal Property Assessment Corporation (MPAC). Visit MPAC.ca or contact 1-866-296-6722 for more information.

ADUs help increase the Township's housing supply while reducing the need for urban sprawl. They can increase the rental housing stock in the community and can contribute to providing more affordable and diverse housing options.

ADUs can make cities more livable by adding more homes without completely changing the neighbourhood. They fit well in places where there are already systems in place, like water pipes and sewage systems. In rural areas where those systems may not be available, ADUs have to rely on private services, such as septic systems and private wells.

Existing ADU?

If you have an existing ADU that was built prior to 2008, please contact the Fire Department at fire@scugog.ca. If the existing ADU was built in 2008 or later, please contact the Building Department at bdepartment@scugog.ca.



Types Of Additional Dwelling Units

There are a few types of ADUs, including:

Internal ADU: these are where the ADU is within the existing primary dwelling. For example, a second storey or basement could be converted to an ADU.

Attached ADU: Where permitted, some residents may choose to build an addition onto their primary dwelling to contain an ADU.

Detached ADU: Where permitted, some residents may choose to build a new accessory building, or convert an existing accessory building into an ADU. Examples include converting an existing detached garage into an ADU or adding a second storey to an accessory building to be used for an ADU. Please note ADUs in detached accessory buildings have a height restriction and setback to property line requirements.

How Many ADUs Are Permitted On A Property?

Depending on the zoning of your property, you may be permitted up to two (2) ADUs on your property in a Settlement Area such as Port Perry.

ADUs could be configured in the following ways:

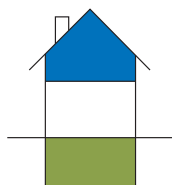
- One (1) in the basement or second storey;
- One (1) within an addition to the primary dwelling;
- One (1) in a detached accessory building;
- Two (2) where both are within the primary dwelling;
- Two (2) where one is within the primary dwelling and one is an addition to the primary dwelling;
- Two (2) where one is within an addition to the primary dwelling and one is within a detached accessory building;
- Two (2) where one is within the primary dwelling and one is within a detached accessory building.

Note: Two (2) ADUs are not permitted within two (2) detached accessory buildings. One (1) ADU must be within or attached to the primary dwelling.

To determine if an ADU is permitted on your property and the number and configuration, see Step 1 starting on Page 6.



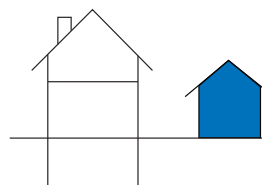
Basement ADU



Basement ADU & Second Floor ADU



Basement ADU & Attached ADU



Detached ADU



Detached ADU & Basement ADU



Step 1: Determine If An ADU Is Permitted On Your Property

Before starting your project, you need to determine if an ADU is permitted on your property.

Checklist For Preliminary ADU Permission:

The following outlines the preliminary criteria to establish an ADU on a property. If these criteria are satisfied, you may move onto Step 2 which outlines the additional zoning provisions that must be complied with, depending on what type of Additional Dwelling Unit you are planning to build.

- 1. A Primary Dwelling Unit exists on the property.**
- 2. The zoning of your property permits an ADU.**
- 3. The property is not located within any hazardous lands as determined by the applicable Conservation Authority.**
- 4. If located outside of the Port Perry Urban Area, the lot fronts on and has access to an improved public street, maintained year round.**

1. Requirement for Primary Dwelling Unit

In order to support an ADU, there must be a Primary Dwelling Unit on the property. A Primary Dwelling Unit is defined in the Township's Zoning By-law as: "a single detached dwelling, semi-detached dwelling, townhouse dwelling or linked dwelling for the purpose of the definition of an additional dwelling unit."

2. Does the Zoning on my Property Permit an ADU?

To determine the zoning of your property, use the Interactive Zoning Map, linked below:

www.scugog.ca/building-development/planning-and-development/zoning/

Search for your property using the address tab or locate it on the map.

If your zoning is one of the following zones, an ADU is permitted. However, the type and location of the ADU are subject to additional criteria outlined in Steps 1 and 2.

Agricultural (AG)

Environmental Protection - Holding (EP(H))

***Oak Ridges Moraine - Agricultural (ORM-AG)**

Rural Residential (RR)

Estate Residential (ER)

Hamlet Residential - Private Service (HR1)

Hamlet Residential - Partial Service (HR2)

Shoreline Residential (SR)

***Oak Ridges Moraine - Rural Residential (ORM-RR)**

***Oak Ridges Moraine - Estate Residential (ORM-ER)**

Urban Residential Type One (R1)

Urban Residential Type Two (R2)

Urban Partial Service Residential (R3)

Urban Residential Multiple Type One (RM1)

Urban Residential Multiple Type Two (RM2)

Urban Residential Multiple Type Three (RM3)

Urban Residential Multiple Type Four (RM4)

Neighbourhood Commercial (C1)

Corridor Commercial (C5)

* ADUs are not permitted within detached accessory buildings or structures within the Oak Ridges Moraine Zones.



Step 1: Determine If An ADU Is Permitted On Your Property

3. Is my Property Located on Hazardous Lands as determined by the applicable Conservation Authority?

The Township of Scugog has three (3) Conservation Authorities, being Kawartha Conservation, Lake Simcoe Region Conservation Authority, and Central Lake Ontario Conservation Authority.

To determine if your property is located within the Regulated Area of any Conservation Authority, please use the Regulation Maps provided in the links below. Please note most of Scugog is in the Kawartha Conservation Regulation Area, however you may need to check all three (3) Conservation Authority regulation maps to locate your property.

If your property is within a Regulated Area, this does not necessarily mean it is hazardous land. Please contact the appropriate Conservation Authority to determine if the land is hazardous. Please save this correspondence for the future.

If the property is considered hazardous land, an ADU is not permitted.

If the property is in a Regulated Area, a Permit from the appropriate Conservation Authority will likely be required to build the ADU. When you are corresponding with the applicable Conservation Authority, it would be an appropriate time to inquire if a Permit from the Conservation Authority would be required for the ADU. This Permit would be required at the Building Permit Stage (Step 4 of this Guide).



Regulation Mapping can be found using the links below:

Kawartha Conservation:

<https://www.kawarthaconservation.com/permits-and-planning/property-mapping/>

Click “Free Online Mapping Tool”. Refer to the video on how to use this tool.

Lake Simcoe Region Conservation Authority:

<https://lsrca.on.ca/index.php/regulation-maps/>

Click “Interactive Regulation Mapviewer”

Central Lake Ontario Conservation Authority:

<https://www.cloca.com/inquiries-permits>

Click “Regulation Area Search Tool”

4. If my Property is Located Outside of the Port Perry Urban Area, is my Property Located on a Lot that fronts on and has access to an improved public street, maintained year round?

To determine if your property is within the Port Perry Urban Area, refer to Official Plan Schedule A-1 (Port Perry Urban Area Land Use) using the link below. If your property is located inside the Port Perry Urban Area Boundary, you may disregard this criterion.

<https://www.scugog.ca/building-development/planning-and-development/official-plan/>

If your property is located outside of the Port Perry Urban Area Boundary, and is located on a road with “Lane” or “Way” as the suffix, please reach out to the Township’s Public Works and Recreation Department at 905-985-7346 to determine if the Township maintains the road.



Zoning Provisions For Specific Zones

The following zone provisions are specific to individual zones.

- Urban Residential Type One (R1)**
- Urban Residential Type Two (R2)**
- Urban Partial Service Residential (R3)**
- Urban Residential Multiple Type One (RM1)**
- Urban Residential Multiple Type Two (RM2)**
- Urban Residential Multiple Type Three (RM3)**
- Urban Residential Multiple Type Four (RM4)**
- Hamlet Residential - Private Service (HR1)**
- Hamlet Residential - Partial Service (HR2)**
- Estate Residential (ER)**
- Neighbourhood Commercial (C1)**
- Corridor Commercial (C5)**



If your property is zoned any of the above zones, you may be permitted up to two (2) ADUs on your property, subject to additional zone provisions on Page 8 that apply to all zones. Refer to page 3 for permitted configurations.

Shoreline Residential (SR)

If your property is zoned Shoreline Residential (SR), you may be permitted up to one (1) ADU on your property, subject to the following criteria:

1. Your property must have a minimum lot area of 3000 square metres (32,292 square feet) for an ADU to be permitted.
2. A maximum of one (1) ADU is permitted within the primary residential dwelling on the property. The ADU could be in the form of a conversion of existing space in the house (such as a basement apartment) or could be an addition to the dwelling. Please note all zoning provisions including maximum lot coverage must be complied with. A detached ADU is not permitted in the SR Zone.

Please refer to Page 12 for additional zone provisions that all ADUs must comply with.



Agricultural (AG) Zone or Rural Residential (RR)

If your property is zoned Agricultural (AG) or Rural Residential (RR), you may be permitted up to one (1) ADU, if the following criteria are met:

1. The ADU must be located outside of the Greenbelt Natural Heritage System. To determine this, refer to Official Plan Schedule A (Rural Area Land Use) using the link below. If the property is designated Natural Core Area or Natural Linkage Area, it is likely within the Greenbelt Natural Heritage System and an ADU would therefore not be permitted. Reach out to the Planning Department should you have any questions.

<https://www.scugog.ca/building-development/planning-and-development/official-plan/>

2. An ADU is only permitted within the existing footprint of the primary residential dwelling OR within the existing footprint of a detached accessory building or structure on existing lots of record, provided they were zoned for such use and legally existed as of July 1, 2017. This date stems from the Provincial Greenbelt Plan.

The ADU must be contained within the existing footprint of the existing building. This means that an addition is not permitted to support the creation of an ADU. A new detached accessory dwelling unit is not permitted. You would need to demonstrate the building or structure proposed to contain an ADU was legally existing as of July 1, 2017. This could include building permit records, historical aerial imagery, dated photographs, utility bills, etc. This would need to be demonstrated to the satisfaction of the Township. The Township may request additional documentation to address this criteria. If you are unable to prove the date the primary dwelling or detached accessory building or structure legally existed, you may not be permitted an ADU.

Please refer to Page 12 for additional zone provisions that all ADUs must comply with.



Environmental Protection - Holding (EP(H))

If your property is zoned Environmental Protection - Holding (EP(H)), you may be permitted up to one (1) ADU, if the following criteria are met:

1. The ADU must be located outside of the Greenbelt Natural Heritage System. To determine this, refer to Official Plan Schedule A (Rural Area Land Use) using the link below. If the property is designated Natural Core Area or Natural Linkage Area, it is likely within the Greenbelt Natural Heritage System and an ADU would therefore not be permitted. Reach out to the Planning Department should you have any questions.

<https://www.scugog.ca/building-development/planning-and-development/official-plan/>

2. An ADU is only permitted within the existing footprint of the primary residential dwelling on existing lots of record, provided they were zoned for such use and legally existed as of July 1, 2017.

The ADU must be contained within the existing footprint of the primary residential dwelling. This means that an addition is not permitted to support the creation of an ADU. An ADU is not permitted within a detached accessory building or structure. You would need to demonstrate the primary residential dwelling was legally existing as of July 1, 2017. This could include building permit records, historical aerial imagery, dated photographs, utility bills, etc. This would need to be demonstrated to the satisfaction of the Township. The Township may request additional documentation to address this criteria. If you are unable to prove the date the primary dwelling legally existed, you may not be permitted an ADU.

Please refer to Page 12 for additional zone provisions that all ADUs must comply with.



Oak Ridges Moraine Zones:

Oak Ridges Moraine - Agricultural (ORM-AG)

Oak Ridges Moraine - Rural Residential (ORM-RR)

Oak Ridges Moraine - Estate Residential (ORM-ER)

If your property is zoned any of the above Oak Ridges Moraine Zones, you may be permitted up to one (1) ADU, if the following criteria are met:

1. The primary dwelling unit is located within the Countryside Area Designation of the Oak Ridges Moraine Conservation Plan Area. To determine this, refer to Official Plan Schedule A (Rural Area Land Use) using the link below. If the property is not designated Oak Ridges Moraine Countryside Area in the Official Plan, then an ADU is not permitted. Reach out to the Planning Department should you have any questions.

<https://www.scugog.ca/building-development/planning-and-development/official-plan/>

2. An ADU is only permitted within the existing footprint of the primary residential dwelling on existing lots of record, provided it was zoned for such use and legally existed as of November 15, 2001. This date stems from the Provincial Oak Ridges Moraine Conservation Area Plan.

The ADU must be contained within the existing footprint of the existing building. This means that an addition is not permitted to support the creation of an ADU. An ADU is not permitted in a detached accessory building or structure. You would need to demonstrate the primary residential dwelling was legally existing as of November 15, 2001.

This could include building permit records, historical aerial imagery, dated photographs, utility bills, etc. This would need to be demonstrated to the satisfaction of the Township. The Township may request additional documentation to address this criteria. If you are unable to prove the date the primary dwelling legally existed, you may not be permitted an ADU.

Please refer to Page 12 for additional zone provisions that all ADUs must comply with.



Zoning Provisions That Apply To All Additional Dwelling Units

The following zone provisions apply to all ADUs, regardless of zone or type of ADU.

Minimum Parking Requirements

The Zoning By-law requires minimum parking spaces for the primary dwelling unit plus minimum parking spaces for ADUs.

A Single Detached Dwelling, Semi-Detached Dwelling, Townhouse Dwelling, and Linked Dwelling require a minimum of two (2) parking spaces on the lot, one of which is permitted inside a garage.

Each Additional Dwelling Unit requires a minimum of one (1) parking space on the lot.

For example, a minimum of three (3) parking spaces are required to support one (1) Additional Dwelling Unit.

Minimum dimensions of parking spaces are 3m wide by 6m length.

Tandem parking spaces are permitted.

The location and dimensions of each parking space must be shown on the Site Plan Drawing submitted with the Building Permit (Step 4).

Driveway Entrances

The existing driveway should accommodate the parking for the ADU. In certain circumstances, a driveway may be widened and a Driveway Entrance Permit will be required from the Township Public Works Department.

Entrance Permit Application can be found using the link below:

<https://www.scugog.ca/council-and-administration/applications-licences-and-permits/road-permits/>

Minimum Setbacks, Height and Lot Coverage for Internal ADUs or Additions to Primary Dwellings

If the ADU is located within the primary dwelling or is an addition to the primary dwelling, the minimum setbacks, height and lot coverage of the specific zone must be complied with. Refer to the Zoning By-law, linked below, for zone specific requirements.

<https://www.scugog.ca/building-development/planning-and-development/zoning/>

These zone provisions must be demonstrated on the Site Plan Drawing and/or Elevation Drawing submitted with the Building Permit (Step 4).

If you are proposing a detached accessory dwelling unit, refer to Page 9 for applicable provisions.

Home Occupations

A Home Occupation shall be restricted to a business or administrative office which does not require the delivery or pick up of goods, does not have clients coming to the dwelling, and does not have employees that reside on a different lot.



Zoning Provisions That Apply To Detached Additional Dwelling Units

The following zone provisions only apply to the **AG, RR, ER, HR1, HR2, R1, R2, R3, RM1, RM2, RM3, RM4, C1** and **C5** Zones where a detached ADU is permitted (ADUs in Accessory Buildings or Structures).

Minimum Setbacks, Height and Lot Coverage for Detached ADUs

- If a detached ADU is proposed (new or converted), the following zone provisions apply:
- Minimum Interior Side Yard Setback of 3 metres
- Minimum Rear Yard Setback of 3 metres
- Minimum Exterior Side Yard Setback in accordance with specific zone provisions
- Detached ADU is not permitted in required front yard setback (refer to specific zone provisions)
- Maximum Height of 7 metres, unless the permitted height for accessory buildings in the specific zone provisions is greater. Height is measured to the highest peak of the roof.
- For Maximum Lot Coverage of all accessory buildings on the lot, refer to the specific zone provisions for Regulations for Accessory Buildings.
- For Maximum Lot Coverage of all Buildings on the lot, refer to the specific zone provisions.

All of the above zone provisions will need to be shown on the Site Plan Drawing submitted with the Building Permit (Step 4).

Refer to the Zoning By-law, linked below, for zone specific requirements.

<https://www.scugog.ca/building-development/planning-and-development/zoning/>



Maximum Gross Floor Area (Size)

The maximum allowable floor area of a detached Additional Dwelling Unit shall be determined by using the most restrictive of the following provisions:

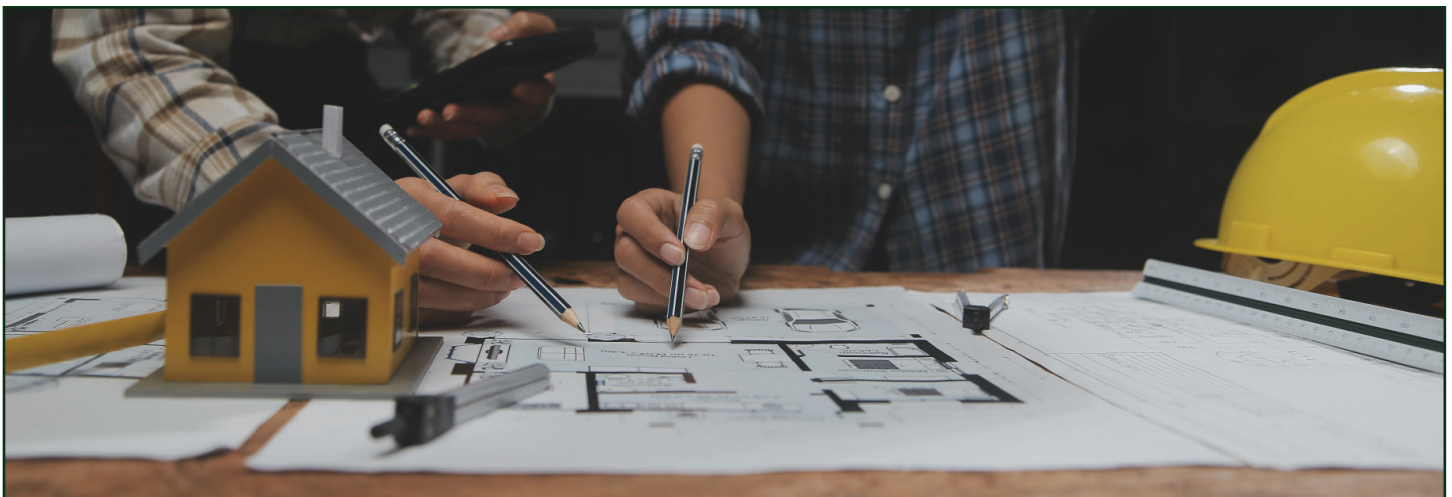
1. Maximum lot coverage of all buildings on the lot.
2. No more than 50% of the Gross Floor Area of the Single Detached Dwelling, Semi-Detached Dwelling, Townhouse Dwelling or Linked Dwelling on the same lot.
3. A Maximum Gross Floor Area of 150 square metres (1614 square feet).

The gross floor area of both the primary dwelling and ADU will need to be shown on the Site Plan Drawing submitted with the Building Permit (Step 4).

Gross Floor Area is defined in the Zoning By-law as:

“The total area of all floors whether located above, at, or below grade, measured between the outside surface of exterior walls or between the outside surfaces of exterior walls and the center line of firewalls, or, where calculated individually for one or more uses in a building, measured from the centreline of the common wall separating the uses, whether in the main building, or in a sunroom habitable during all seasons of the year, or in an accessory building, but does not include:

- (a) floor area occupied by shared mechanical, service and electrical equipment that serve the building;
- (b) common hallways, corridors, stairwells, elevator shafts and other voids, steps and landings;
- (c) bicycle parking; motor vehicle parking or loading facilities;
- (d) common laundry, storage and washroom facilities that serve the building or tenants;
- (e) common storage areas that are accessory to the principal use of the building; and
- (f) common amenity area and play areas accessory to a principal use on the lot.”



Minimum Distance Separation (MDS)

If you are proposing a detached ADU in the **AG, RR or ER Zones**, you will be asked to complete MDS Data Sheets to confirm MDS Setbacks are complied with prior to a building permit being issued.

MDS is a Provincial land use planning tool that determines setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses, with the objective of minimizing land use conflicts and nuisance complaints related to odour. Demonstrating that an MDS setback can be met is required before a building permit can be issued for the detached ADU.

For a new dwelling unit, the investigation distance is 750 metres (2460 feet) from the proposed location of the ADU. This means all livestock facilities, manure storage, and anaerobic digesters within this distance are reviewed. You will be asked to complete MDS Data Sheets, with the help of the individual farm owners or operators, to provide the details of these farming operations. Reach out to the Planning Department should you have any questions.

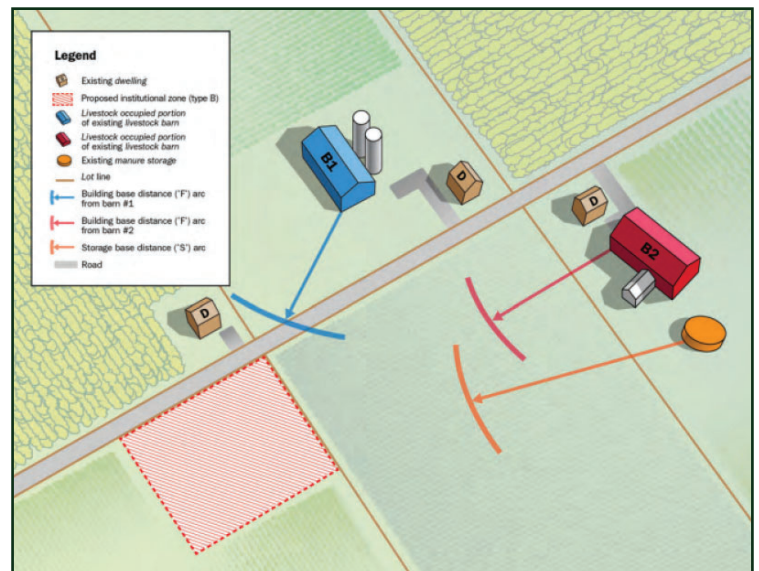
The MDS Document can be viewed using the link below. It provides additional information and establishes the Provincial requirements.

<https://www.ontario.ca/files/2023-07/omafra-minimum-distance-separation-document-en-2023-07-26.pdf>

Exterior Walkway Access

All detached ADUs require an Exterior Walkway Access in accordance with all of the following:

- Minimum width of 1.2 metres.
- Connect to a driveway or public street that is protected from fire exposure from the building.
- Walkways shall not be obstructed by chimneys, gas meters, air conditioning units, heat pumps, garbage receptacles, or any other permanent or non-permanent structures.



The walkway location and width measurement will need to be shown on the Site Plan Drawing submitted with the Building Permit (Step 4).



Locate Your Property Lines

The best way to confirm the boundary of your property is by using a Survey prepared by an Ontario Land Surveyor (OLS) or by seeking assistance of a survey relocation. You may have received a copy of a legal survey or building location survey when you purchased your property. You may need search the land registry database (linked below) or protect your boundaries website (linked below). Your neighbours may also be able to help you locate your shared property lines and to find surveyor established iron bars. You may need to retain an Ontario Land Surveyor to locate the property lines. Please note the Township does not keep individual property surveys on record.

<https://www.onland.ca/ui/>

<https://www.protectyourboundaries.ca/>

Be Aware of any Easements

An easement is a defined area where someone else has a right to cross or otherwise use your land for a specific purpose. Easements typically allow a utility provider or the Township to maintain or repair their infrastructure above or below grade. You cannot place a permanent structure on any part of an easement - this includes below grade (underground) portions of foundations and roof overhangs. You may be able to retrieve this information by accessing the land registry database or protect your boundaries website, both linked above.

Additional Planning Approvals

If any of the above zoning provisions cannot be complied with, you may apply for a Minor Variance to the Committee of Adjustment to seek relief from the Zoning By-law. If the requested relief is not deemed to be minor, a Zoning By-law Amendment application may be required. Reach out to the Township's Planning Department early in the process if you know your project cannot comply with the zone provisions.

Locate Your Septic System and/or Well (if applicable)

If your primary dwelling utilizes private services (septic or well), then the ADU will also need to be serviced via private services. It is important to determine the location of your septic system and/or well before planning the location of the ADU. If you do not know where your septic system and/or well are located, reach out to Durham Regional Health Department to obtain these records.

Coordinate with Utility Providers:

Ontario One Call

If your project involves any digging on your property, please make sure you get locates to identify any underground services before you start work. Contact Ontario One Call to locate existing infrastructure by calling 1-800-400-2255 or by visiting their website, linked below.

<https://ontarioonecall.ca/>

Utility and Service Connections

You are responsible for contacting your utility providers and arranging for service connections.

Electrical Servicing - Hydro One or Elexicon

Natural Gas - Enbridge

Telecommunications - your current provider

Municipal Water and Sewer - Region of Durham Works Department

Private Septic System - Region of Durham Health Department



Heritage Permit (if applicable)

If your property is designated or listed as a heritage building under the Ontario Heritage Act, you may be required to obtain a heritage permit from the Township's Heritage Advisory Committee prior to obtaining a Building Permit.

To determine if your property is a heritage property, search your address on the Township's Heritage Register, located at the link below.

<https://www.scugog.ca/building-development/heritage/heritage-register/>

If your property is on the list, please contact the Township's Clerks Department to discuss the heritage permit process

Conservation Authority Permit (if applicable)

If your property is located within a Regulated Area by a Conservation Authority (see page 7), a permit from the applicable Conservation Authority may be required for the ADU prior to obtaining a Building Permit. Contact the appropriate Conservation Authority to confirm.

Ministry of Transportation (MTO) Land Use Permit (if applicable)

If your property is located within MTO's Highway Controlled Area, a land use permit will be required from the Ministry of Transportation prior to obtaining a Building Permit. Contact MTO to confirm.

Design Considerations:

The following are additional items to consider when designing your ADU:

Universal Design Standards and Accessibility Standards - Consider meeting Universal Design Standards or increasing accessibility of the ADU and property. There are minimum accessibility standards in the Ontario Building Code that every ADU must comply with.

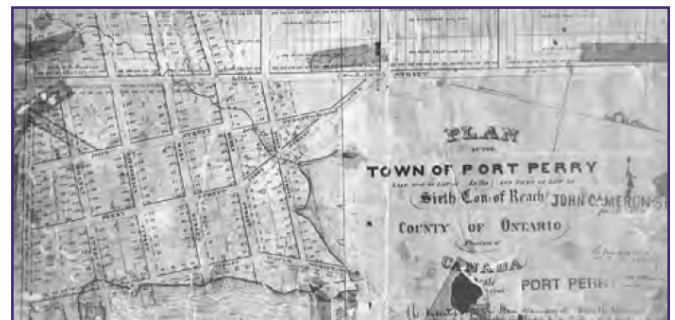
Privacy - Consider frosting windows or locating windows to the interior of the property, especially if located on a second storey. Consider the orientation of the ADU to allow for privacy for occupants of the ADU, the primary dwelling, and neighbouring properties.

Lighting - Ensure you have adequate outdoor lighting, while minimizing the projection of light onto neighbouring properties. Recommend dark sky compliant lighting.

Amenity Areas - Consider the location and size of an amenity area for the ADU. Consider if it will be separate or shared with the primary dwelling. Consider how the amenity area will be designed and landscaped. If fencing is being added along a shared property line, ensure you have consent from the neighbouring property owner.

Exterior Design and Finishes - Consider if the exterior design and finishes on the property will complement the neighbouring area or the primary dwelling. If the property is located in a Heritage District or is on the Heritage Register, there may be specific materials and finishes required for the ADU through the Heritage Permit process.

Sustainable Design - Embracing eco-friendly designs can reduce the environmental footprint. Incorporating energy-efficient materials, renewable energy sources, green roofs and sustainable landscaping can help reduce utility costs and create a greener living space.



Fire Department Requirements for all ADUs:

- Continuous fire separation between adjoining units.
- Fire rated closures with automatic door closers.
- Hard-wired interconnected smoke/Carbon monoxide (CO) alarms.
- Adequate means of egress from each unit.
- Adequate, conspicuous addressing signage to clearly indicate the existence of an additional dwelling unit.

Please note: there are additional fire code requirements depending on the type of ADU.



Home Fire Sprinkler Systems:

Although it is not a requirement, home fire sprinkler systems are strongly recommended in all ADUs. Home sprinklers offer the highest level of protection to occupants and can drastically reduce the damage a fire can cause. See article below from the Ontario Association of Fire Chiefs for more information.

Home Sprinklers | Ontario Association of Fire Chiefs:

<https://www.oafc.on.ca/public-safety/home-sprinklers>



Are you planning to construct or demolish?

You must file a building permit application with the Building Department. List for required documentation will change for each type of permit but at a minimum:

- Township Approved Site Plan
- Construction plans and other required plans (Heating, Ventilation and Air Conditioning (HVAC), Energy Efficiency Design Summary (EEDS), truss plans, etc.)

Other required documents may include one or more of the following:

- Regional Health Department permit
- Conservation Authority permit
- Water/Sewer Connection permit
- Ministry of Transportation (MTO) approval
- Other documents as required

A list of other required forms that you may be required to fill out can be found below:

- Owners Authorization
- Schedule 1 - Designer Information form
- Notice of Intent to disconnect
- Commitment to General Review form

Building Permit Application and Registration Process:

Building Permits and Registering your ADU can be applied for through the Township's online portal at the Townships' website:

www.scugog.ca/home-property-roads

All ADUs must be registered with the Township.

Should you have any questions regarding the registration process, please contact By-law Services at bylaw@scugog.ca.

www.scugog.ca/building-development/buildin-gandrenovating/buildingpermits



Who Can Apply for a Building Permit?

The following individuals or entities can apply for a building permit:

- Homeowners
- Contractors
- Engineers
- Architects
- Developers
- Commercial or industrial tenants
- Agents acting on behalf of the property owner

If you are not the property owner, you must submit an **Owner Authorization Form** with your application for construction or demolition.

Important: Constructing a building without a permit may result in penalties, including fines and possible removal of the structure.

Quick Facts About Building Permits

- **Permit Required:** No person may construct or demolish a building without first obtaining a permit from the Chief Building Official.
- **Fee Structure:** Fees are based on the type, size, or sometimes the value of construction.
- **Penalties for Non-Compliance:** Building without a permit can lead to penalties, including fines and removal of the structure.

Payment for Building Permits:

Building permit invoices are generated through Cloudpermit by the Building Inspector.

You can conveniently pay for your building permit using a debit or credit card through Cloudpermit's third-party payment service, **Paymentus**. Paymentus accepts Visa, Mastercard, and debit cards with a 2.89% service fee, which is payable directly to Paymentus.

When making an online payment via Cloudpermit, two charges will appear on your card statement:

- 1. Principal Payment** – This represents the building permit fees and will appear as a payment to the Township of Scugog.
- 2. Service Fee** – This is the Paymentus processing fee and will appear as a payment to Paymentus-Service- Fee.

Please note: Credit card payments are accepted for online transactions only. Credit card payments are not available at the Municipal Office.

For those who prefer traditional methods, we understand that not everyone is comfortable with online payments. As such, paper applications and in-person payments are still available at the Township Office.

Please contact the Building Department at 905-985-7346 or bdepartment@scugog.ca



Can I use an ADU as a short-term rental accommodation?

An ADU is not permitted to be used as a short-term rental accommodation, meaning a period of less than 30 days.

Is a mobile home or trailer permitted as an ADU?

The Township's Zoning By-law does not permit a mobile home or trailer to be used as an ADU.

Will an ADU affect my property taxes?

Your property taxes will likely increase alongside the value of your property. However, the Township does not assess property values. Property assessments are completed by the Municipal Property Assessment Corporation (MPAC). Visit MPAC.ca or contact 1-866- 296-6722 for more information.



What if I don't qualify to build an ADU on my property?

Contact the Planning Department to discuss further.

Please note the Greenbelt Plan and the Oak Ridges Moraine Conservation Plan do not permit ADUs within the Natural Heritage System. The Township does not have the authority to change this legislation and the Township's policies and by-laws must conform to provincial policies.

Can I Sever the ADU from my Property?

ADUs cannot be severed from the primary dwelling.

If I rent out my ADU to a tenant, what are my responsibilities as a landlord?

The rights and responsibilities of a landlord are outlined in the Residential Tenancies Act. This information is available through the Landlord and Tenant Board using the link below. If your intention is to rent out your ADU, ensure that you understand both tenant and landlord responsibilities, rent control, and safety standards. You should ensure regular maintenance and have a proper emergency plan in place.

<https://tribunalsontario.ca/ltb/>



What is a Garden Suite and why is it not being considered as an ADU?

A Garden Suite is a one-unit detached residential structure containing bathroom and kitchen facilities that is ancillary to an existing residential structure. Garden Suites must be designed to be portable and are temporary. The Planning Act contains provisions for permitting Garden Suites through a Temporary Use Zoning By-law Amendment. Garden Suites are not permitted as-of-right on properties. Garden Suites are not considered ADUs but rather are considered a temporary form of housing.

Are ADUs Subject to Development Charges?

ADUs are not subject to Development Charges.



Additional Planning Documents for Reference:

Ontario Planning Act:

<https://www.ontario.ca/laws/statute/90p13>

Greenbelt Plan:

<https://www.ontario.ca/document/greenbelt-plan>

Oak Ridges Moraine Conservation Area Plan:

<https://www.ontario.ca/page/oak-ridges-moraine-conservation-plan>

Durham Regional Official Plan:

<https://www.durham.ca/en/doing-business/envi-sion-durham.aspx>

Township of Scugog Official Plan:

<https://www.scugog.ca/building-development/planning-and-development/official-plan/>

Township Zoning By-law No. 14-14:

<https://www.scugog.ca/building-development/planning-and-development/zoning/>

ADU Guides:

Canada Mortgage and Housing Corporation (CMHC) Housing Design Catalogue for Free ADU Designs:

<https://www.housingcatalogue.cmhc-schl.gc.ca/designs?region=3d6ea929-1d42-463e-b3ca-c2fb-6cf24f10>

Ontario ADU Guide:

<https://www.ontario.ca/page/add-second-unit-your-house>

Additional Township By-laws for Reference:

Commonly Requested By-laws:

www.scugog.ca/council-and-administration/by-laws/commonly-requested-by-laws/

By-laws for Reference:

- Animal Control By-law
- Noise By-law
- Open Air Burning By-law
- Prohibited Animals By-law
- Property Standards By-law
- Public Nuisance By-law
- Refuse By-law
- Traffic By-law
- Yard and Waste By-law
- Sidewalk Snow Removal By-law

