



Homeowner's Checklist to Additional Dwelling Units

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Before you decide to add residential units to your property, it's important to assess whether your property would meet zoning and Building Code requirements. These requirements ensure your house and the additional units are legal, safe and healthy places to live.

We've developed these checklists to help you with your plans. The lists are not exhaustive and there may be additional zoning by-law and Building Code requirements you must meet. One of our Planners and Building Inspectors will discuss what's required for your property based on your zoning and project and help fill in any blanks during the pre-application meeting.

Planning Checklist

1. Are additional dwelling units allowed on your property?

Helpful Links:

- [Frontenac Maps](#) (enter your address to find your zone)
- [Zoning By-Law](#) (will tell you permitted uses and requirements for your zone)

- The property is zoned: _____
- This zone allows a single detached dwelling, semi-detached dwelling or townhouse
- The units would not be in a floodplain (if unsure, contact your Conservation Authority)
- The units would not be within 90 m of a lake or river
- The units would not be within 300 m of an at-capacity lake trout lake
- There are no covenants, easements, or rights-of-way registered on title of the property
- The property doesn't already have an additional dwelling unit or garden suite
- Other: _____

2. What zoning requirements apply to your property for additional dwelling units?

Helpful tips: once you know your zone, you can find specific setback and heights requirements in our [Zoning By-Law](#)

- The property can meet applicable setbacks.
- The building is under the maximum height requirement of _____
- The building(s) is under the maximum lot coverage allowed of _____
- The gross floor area of the additional unit is less than or equal to the gross floor area of the principal residence.
- If the unit is in a separate structure, it will be located within 40 metres of the main house.



- The additional unit will share a driveway entrance to the property with the main house.
- There is enough off-street parking spaces.
- Other: _____

3. Sewage: Can your current system support additional units or will you need a new system for wastewater?

Helpful Links:

- [Application for Review of Performance Level for Sewage System](#) (if you are unsure if your current septic system is sufficient and you need the Township to review its performance)

- The house is connected to a sewage system.
- The house is connected to a holding tank. NOTE: Additional units are not allowed on a holding tank. You will need a new sewage system.
- The additional unit will be connected to the existing sewage system – you will need to find out if the system has enough capacity for the additional unit.
- The additional unit will be connected to a new/different sewage system – you will need to make sure the property is large enough for a new or second system.

4. Water: Can your well support additional units and will it interfere with your neighbours' wells?

Helpful Links:

- [Standards for Hydrogeological Assessments](#) (outlines what's required to demonstrate there is adequate potable water)

- The house is connected to Sydenham municipal water. NOTE: the additional unit must be connected to Sydenham municipal water too.
- The house is connected to a well and the additional unit will be connected to the same well or water source – you will need a letter of opinion about water supply from a water professional.
- The additional unit will be connected to a new well – you will need a hydrogeological assessment.
- The additional unit will be connected to the same well and there is a business on the property that uses water (e.g. hair salon, dog grooming, greenhouse) – you may need a hydrogeological assessment.



Building Code Checklist for Houses More Than Five Years Old

Due to the complexity of adding additional dwelling units in existing buildings, **we strongly recommend you use the services of a qualified designer**. This will ensure your project meets minimum Building Code requirements and help expedite the review of your permit application.

Please Note: For any new construction (i.e additions to the existing dwelling) or dwellings less than five years old, all current building code requirements need to be met and additional requirements may apply.

Helpful Links:

- [Province of Ontario web page](#) with more information on additional dwelling units

Design of Rooms and Spaces

- There is adequate ceiling height for the additional dwelling unit to be added.
- Minimum daylight values can be met for all rooms and spaces.
- There is sufficient area to provide the minimum required area for all rooms and spaces. Keep in mind at minimum a kitchen, dining room, living room, bedroom, bathroom, and laundry facilities are required.

Heating, Ventilation, Electrical and Plumbing

- The unit must have a heating system with individual temperature controls.
- You must install or connect the unit to a mechanical ventilation system.
- A HVAC heat gain/loss calculation and design package from a qualified individual may be required.
- Are you able to install fire dampers in any shared heating and/or ventilation ductwork.
- A permit from the Electrical Safety Authority will be required.
- The unit must be supplied with a hot and cold-water supply.

Fire Protection and Alarms

- The building can comply with fire and spatial separation requirements.
- The building can comply with all requirements for unprotected openings facing side yards.
- You can provide interconnected smoke and carbon monoxide alarms.



- All common areas are being separated/protected from the dwelling units.
- The existing floors, walls and/or ceilings can meet fire separation requirements or they can be improved to provide adequate fire separations.
- There is a means of egress being provided for the new dwelling unit.

Here are a few other things to keep in mind when designing the additional unit so that it will be functional and blend in with your home and neighbourhood.

Design Considerations

- Build a private fence or other landscape screening between your neighbours.
- Avoid the placement of windows facing your neighbours, especially in detached units.
- Provide storage space for household items and garbage facilities.
- Provide outdoor amenity space (e.g. deck or patio).

Health and Safety Considerations

- Accommodate individuals with mobility challenges with appropriate hallway and door widths, bathroom and kitchen fixture placement, stair configuration, etc.
- Ensure you have adequate outdoor lighting, while minimizing the projection of light onto neighbouring properties.
- Provide a hard/stable walkway to the unit entrance if it is not at the front of the house.