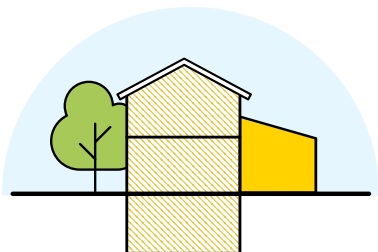
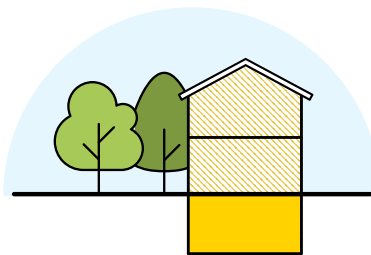
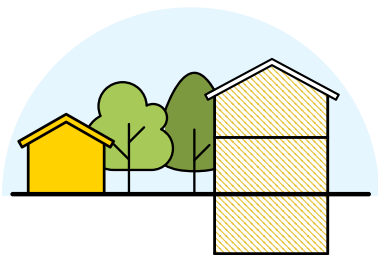


# Additional Residential Units Guide

2025



# This guide will provide you with direction on how to develop additional residential units in Waterloo

Additional residential units (ARUs) are homes added to properties with an existing residential dwelling. ARUs can be built in additions to the existing building, converting a portion of an existing building (e.g. in a basement or garage), or within a separate, detached building in the backyard (e.g. a coach house). In Waterloo, ARUs can be built on any municipally serviced property containing an existing single detached house, semi-detached house, or townhouse.

## Disclaimer

The content and designs depicted in this guide are for illustrative and general information purposes only and should not be used for construction or permitting purposes. This guide may be updated by the City of Waterloo from time to time. If in doubt, reach out to [ARU@waterloo.ca](mailto:ARU@waterloo.ca) or [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

To address the housing crisis, the City of Waterloo updated its Zoning By-law to allow up to four (4) dwelling units on many residential lots.

In addition to this guide, we recommend that you review the [Province of Ontario's guide to adding a secondary suite to your home](#).

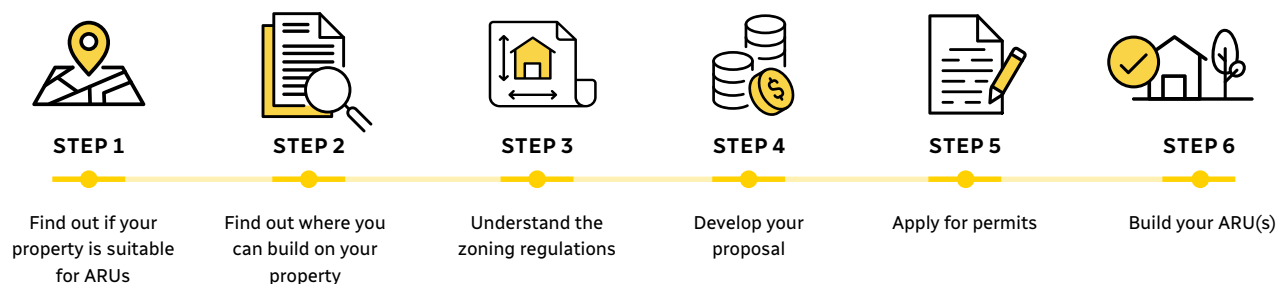
Building an additional residential unit (ARU) is beneficial to you and the broader community. Here are just some of the advantages of ARUs:

- Providing an independent living space for family members while remaining close to home.
- Providing a space for seniors to downsize their living space while remaining in their own home (e.g. aging in place).
- Generating rental income to a household to assist with mortgages or other expenses.
- Providing a home for young families seeking to live in the neighbourhoods they grew up in.
- Providing residents access to rental housing units across different areas of the city.

The goals and needs your household are seeking to achieve through an ARU(s) will influence the design and budget decisions you will make.

# How to use this guide

- Follow the STEPS in order, from the beginning to the end of the document.



- Not everything in this guide will be relevant to your project.
- As you progress through the development process, you should refer to this guide.

In addition to this guide, City Staff are always available to help you through the process of building an ARU on your lot.

## Contact us at

[Zoning@waterloo.ca](mailto:Zoning@waterloo.ca)

519-747-8752

## Visit us in-person

Waterloo City Centre, 100 Regina Street South,  
2<sup>nd</sup> Floor, Integrated Planning and Public Works counter  
**Monday to Friday 8:30 a.m. – 4:30 p.m**

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# All About ARUs

ARUs can be built in several forms.

## Coach Houses

Also known as tiny homes, garden suites, backyard homes, or laneway homes if next to a lane — are detached buildings typically located in the rear yard of a property. To build a Coach House, you might choose to convert or add on to your detached garage, purchase a modular housing unit, or choose a custom design. Coach Houses can be surprisingly spacious and can have one or two ARUs within them.



Source **Bruce County**





## Converting a portion of your existing home

You can convert a portion of your existing home, such as the basement, an upper floor, or attached garage to build an ARU(s). These are often the most common and easiest to build, depending on how you currently use the space within your home.



## Building additions to your existing house or altering the interior layout

You can build additions to your existing house and/or change the interior layout to make more space available for an ARU(s). Assess your property and see whether there is sufficient space to build an addition to the rear, side, or above your home.



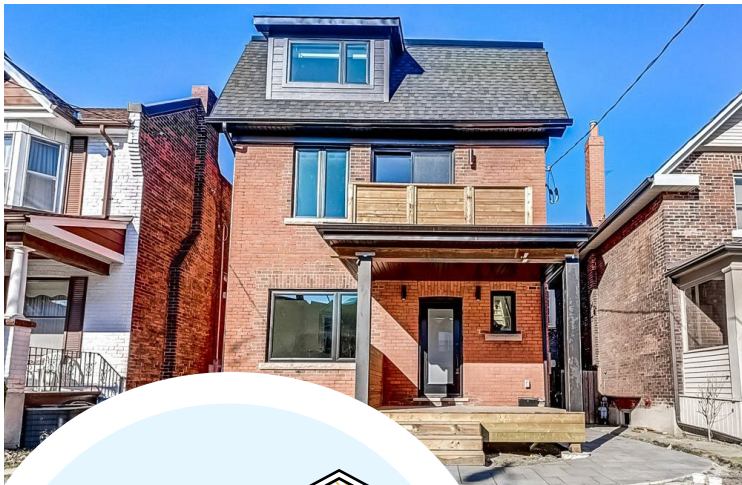


## Building multiple ARUs

If you are looking for a more complex project, you can choose to build multiple ARUs on your property by converting your existing home and potentially adding a Coach House. In Waterloo, you can develop your property with up to three (3) ARUs, for a total of four (4) dwelling units on the property.



Top left and right Solares Architecture



Bottom left Solares Architecture  
Bottom right LaneFab Design / Build



## STEP 1

# Find out if your property is suitable for ARUs



To be eligible for one or more ARUs on your property, you must ensure that your property meets the following criteria:

- Is your property connected to full municipal services (sanitary and water)?
- Is your property currently zoned to permit an ARU(s)?
- Does your property have the lot size and layout to allow an ARU(s) to be built?

Understanding the potential of your property is important to determining whether you can build an ARU(s). The City of Waterloo is in the process of developing an ARU Search mapping tool to help homeowners in answering these questions and will provide a link in this Guide when it is ready. Planning staff are also available to help and can be reached via email at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

Once you confirm your property is eligible for an ARU(s), you can start to think about how to design your ARU(s) and taking steps toward having it built. There will be planning, permit applications, construction and inspections before anyone can occupy the unit(s).

### MILESTONE CHECKLIST

**Before proceeding to [STEP 2](#), you should have done the following:**

- Determine whether your property is connected to full municipal services.
- Determine whether your property is currently zoned to permit an ARU(s).
- Determine whether your property has the lot size and layout to allow building an ARU(s)

## STEP 2

# Find out where you can build on your property

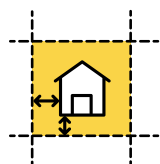


Where you can build on your property will be different for each individual property. There are some constraints on any property which change the “buildable envelope”, meaning the space on a property which can be developed.



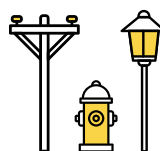
### Property lines

To determine your **property lines**, check your property survey. If you don't have your property survey, the City might have a copy. Contact us at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca). If the City does not have a copy, you may need to hire an Ontario Land Surveyor.



### Building setbacks

To determine your **building setbacks**, refer to the City's [Zoning By-Law](#). The Zoning By-Law will outline minimum setbacks depending on which zone your property is in. This will be discussed further in [STEP 3](#).



### Public utilities and infrastructure

There may be **public utilities and infrastructure** located on your property. This could include street trees; fire hydrants; streetlights; hydro poles; transformers; utilities; or stormwater drainage areas. Changes to public infrastructure are at your cost and should be avoided. If this can't be avoided, it's best to contact the City early and often to determine the next steps. Locate any buried infrastructure on the property and identify it safely through [Ontario One Call](#) or 1-800-400-2255.



### Floodplain or environmentally sensitive area

Your property may be located within a **floodplain or environmentally sensitive area**. The best way to find out is to contact the [Grand River Conservation Authority \(GRCA\)](#) before planning your ARU(s). Call 519-621-2761 or email [grca@grandriver.ca](mailto:grca@grandriver.ca).

Check to see if your property is within the water source protection area using the [Region of Waterloo source protection mapping tool](#) or contact City staff at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).



### Easement or encroachment agreements

Your property may be subject to **easement or encroachment agreements**. Your property survey may identify an easement, but use the [ONLand property records search tool](#) to find out if your property is subject to municipal easements or contact [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).



### Heritage designations

Your property may have heritage status (listed or designated), as identified on the [Municipal Heritage Register](#). A Heritage Permit may be required prior to construction on heritage properties. Contact us at [heritage@waterloo.ca](mailto:heritage@waterloo.ca).



### Tree preservation

You should make every effort to **protect and preserve trees** on your property and on nearby properties. If your project may impact “public trees” (i.e. trees on city-owned property including parks, green spaces, trails and alongside roadways) you must contact City staff at **519-886-2310** or email [parkservices@waterloo.ca](mailto:parkservices@waterloo.ca).



### Ontario Ministry of Transportation (MTO) Permit Control Area

You may need a permit if you are planning work near a provincial highway and are within MTO Controlled Areas. Visit the Province’s [highway corridor management](#) website for more information.

## MILESTONE CHECKLIST

Before proceeding to **STEP 3**, you should have done the following:

- Check your property survey to determine your property lines.
- Research the City’s Zoning By-Law to determine building setbacks.
- Identified any public utilities or infrastructure located on your property.
- Determine whether your property is located within a floodplain, environmentally sensitive area or within the water protection area.
- Determine whether your property is subject to easement or encroachments agreements.
- Determine whether your property is designated heritage or on the Municipal Heritage Register.
- Make plans to protect and preserve trees on your property or nearby properties.
- Check if your property is in the Ontario Ministry of Transportation Permit Control Area.



### STEP 3

## Understand the zoning regulations



All ARUs must comply with the applicable regulations in the City's [Zoning By-Law](#). The Zoning By-Law controls land development and how it's used, including:

- What uses are permitted on the property.
- Where buildings can be located on the property.
- Minimum building setbacks (e.g. front, flankage, rear, and side yard setbacks).
- Parking and driveway requirements.
- Maximum building heights.
- Other site-specific regulations.

Some zoning regulations, such as minimum building setbacks, may differ based on which zone category applies to your property.

You can also check which zone applies to your property by entering your address into the [City's interactive map tool](#). Planning staff are also available to help and can be reached via email at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

## Zoning for ARUs

The following zoning regulations apply to all ARUs. This is not a complete list of regulations, and you should consult with Planning staff to determine whether your ARU proposal is allowed.

- A property can have a maximum of four dwelling units.
- A property can have a maximum of one Coach House building.
- The maximum building height is 10 metres, except for a building containing four dwelling units which can be 13.5 metres tall.
- The maximum allowable driveway width is 7 metres.
- A driveway is not allowed to extend in front of “habitable floor space”, meaning any area of the front façade occupied by a front door or room. This does not include a garage.
- Vehicle parking spaces must be provided on-site. Refer to the table below:

Number of Dwelling Units	Number of Parking spaces
1 dwelling unit	1 parking space
2 or 3 dwelling units	2 parking spaces
4 dwelling units	3 parking spaces

## Zoning for Coach Houses

In addition to the regulations above, the following zoning regulations apply to Coach Houses, which are detached ARUs typically located in the rear yard of a property. This is not a complete list of regulations, and you should consult with Planning staff to determine whether your ARU proposal is allowed.

- A Coach House must be connected to municipal sanitary services and municipal water services.
- A Coach House can contain one or two dwelling units.
- The rear yard setback to the Coach House must be at least 0.6 metres or 1.2 metres if the height of the Coach House exceeds 4.5 metres.
- The side yard setback to the Coach House must be at least 1.2 metres.
- A Coach House cannot be taller than 6 metres.
- A Coach House must be permanently affixed to a slab or foundation.
- A Coach House cannot be located within the front yard.

**The following diagram shows how the zoning regulations will shape your ARU proposal.**

### What is a setback?

The distance by which a building or part of a building is set back from the property line.

### 0.6 m or 1.2 m

The minimum rear yard setback is 0.6 metres or 1.2 metres if the height of the coach house exceeds 4.5 metres

### 1.2 m

The minimum side yard setback is 1.2 metres for a coach house

### 1.1 m

A 1.1 metre walkway to the rear yard is required for a coach house

## 1 Unit

Coach House

A coach house may have 1 or 2 dwelling units

Existing mature tree has been preserved

Property line

Landscaped areas are encouraged

## 3 Units

Main building

### Main building setbacks

These setbacks vary depending on which zoning category applies to the property. Please consult Section 7 of the Zoning By-Law

A driveway cannot be wider than 7.0 metres

A legal parking space must be at least 2.8 metres wide and at least 5.5 metres long.

Please reference zoning regulation for the number of parking spaces required based on the number of units on the property.

7.0 m

P

P

2.8 m

5.5 m

Main building setback

### Public right-of-way

Area owned by the City of Waterloo or Region of Waterloo and may include a sidewalk, street trees, grassed boulevard, and road.

Sidewalk

City-owned street tree

Street

### Disclaimer

The diagram is for illustrative and general information purposes only and should not be used for construction or permitting purposes.



This guide is an introduction to the zoning regulations to help you begin to design your ARU proposal. Refer to the [Zoning By-Law](#) for a complete set of regulations. You should also consult with Planning staff to ensure your ARU proposal meets the zoning regulations. Planning staff are available to review your proposal at any point prior to your application for a Building Permit. Contact us at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

In addition to the regulations of the Zoning By-Law, **all ARU proposals must ensure compliance with the Ontario Building Code**. In the following steps, this guide will help you build a team of professionals to design and construct your ARU proposal. These professionals should have a working knowledge of the Ontario Building Code and can help you through the process of ensuring that your ARUs are safe and liveable. **For any questions about the Ontario Building Code, contact [Building@waterloo.ca](mailto:Building@waterloo.ca).**

#### MILESTONE CHECKLIST

**Before proceeding to [STEP 4](#), you should have done the following:**

- Determine whether your property is suitable for one or more ARUs.
- Have an idea whether you want to build one, two, or three ARUs.
- Decide where you want to build ARUs on your property.
- Understand the zoning regulations and plan for how your proposal can meet them.

If you are still unsure about one or more of these aspects, you should take more time to review this guide or speak to a City staff member to help you address any questions.

## STEP 4

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# Develop your proposal

Now that you have taken the time to understand the potential of your property, and have begun to develop your ARU proposal, it's time to begin finalizing your project. You will need professionals in the building design and construction field to help you through this process.

## Build your team

### LICENSED DESIGNER (BCIN DESIGNATION)

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Your team will require a **Licensed Designer (BCIN designation)** to bring your ARU proposal from concept to finalized design. A Licensed Designer will help you with:

- Understanding the zoning requirements and the building code.
- Recommending other professionals who may be needed to finalize your ARU proposal (engineers, surveyors, etc.).
- Preparing the plans required for approval from the City.
- Acting on your behalf (if consent is granted) during the approval process.

### CONTRACTOR

---

Your team will also require a **contractor**, who will build your ARU(s). Your contractor will also help you with:

- Developing a budget and construction schedule.
- Coordinating the construction process and hiring sub-contractors (electricians, plumbers, painters, etc.).
- Ensuring the building(s) meet safety regulations and coordinating inspections.
- Managing the construction process from start to finish.

### OTHER PROFESSIONALS

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Your team **may require other professionals** who can help your ARU proposal overcome challenges that you may encounter along the way.

- Land surveyor
- Structural or civil engineer
- Mechanical, electrical, or plumbing engineer
- Arborist or tree care professional
- Heritage conservation professional

The City of Waterloo cannot recommend specific professionals. Who you choose to work with should be based on their previous experience with designing and/or building ARUs, and the unique needs of your ARU proposal.

## Develop your budget

You may be interested in building an ARU(s) for a number of reasons, and your reason may affect your budget. Converting or renovating space within your existing house is usually the most cost-effective option, and you could expect a cost around \$100 per square foot. Additions and Coach Houses can vary in price depending on size, construction methods and servicing. You can expect new construction to cost between \$200 and \$400 per square foot, depending on how complex the project is. Talk with your licensed designer and contractor to determine which types of ARUs are right for you and your budget.

When developing your budget, it's important to consider each of the input costs for a new ARU(s).

- Building materials
- Landscaping
- Construction equipment
- Construction labour
- Consulting fees (for your designer, contractor, etc.)
- Rental licensing fees (annual)
- Financing (talk to your bank or lending institution)
- Insurance
- Utility connection (servicing) costs
- Application and permit fees
- Development charges

Utility connection (servicing) costs may be one of the larger costs of your ARU project, especially for Coach Houses. These costs include the price of connecting your ARU(s) to the City's sanitary and water infrastructure. It's recommended you and your designer speak with the City's Engineering Services department early in the process to understand what is required to connect your ARU(s) with municipal infrastructure. You can find contact information for the Engineering Services department on the [Corporate Directory](#).

### City of Waterloo Engineering services

Second floor  
100 Regina Street South, Waterloo, ON  
519-747-8752



## City and Regional fees

City and Regional fees and charges should be budgeted in the total costs for your ARU(s).

### APPLICATION AND PERMIT FEES

Building Permit fees are based on square footage and may contain a flat fee per unit created. Depending on whether your proposal meets the zoning requirements, additional processes like a Minor Variance application will add to the total cost. More information on applications and permits will be outlined in the next steps.

### DEVELOPMENT CHARGES (DCS)

Development charges are fees charged by the City, Region and School Boards which pay for new community infrastructure. The amount of DCs is determined by the type of units that are proposed.

**Most ARUs will be exempt from DCs**, since provincial legislation does not allow municipalities to collect DCs on the first or second additional unit. DCs could range from zero dollars (\$0) for a basement unit added to an existing single detached building to \$120,000 for a new four-unit building.

We have provided estimates of the amount of development charges (DCs) to be paid on different types of ARU proposals:

- If you are adding one (1) or two (2) ARUs to an existing single detached, semi-detached, or townhouse (i.e. construction of second and third residential units), the City will **not charge** any DCs.
- If you are adding three (3) ARUs to an existing single detached, semi-detached, or townhouse (i.e. four residential units in total), the City will only charge DCs on the third ARU (i.e. fourth unit). The cost for the fourth unit will be around \$12,000 for a unit with 0-3 bedrooms, and \$26,000 for a unit with 4+ bedrooms.
- If you are demolishing an existing house and building a new building with four residential units, the City will charge approximately \$40,000 in DCs. You may also receive a credit on your DC payment if you are demolishing an existing house.

#### Note

These numbers are estimates and are based on the applicable development charges (DCs) at the time of writing this guide. DCs may be different when you are applying for permits to build.

Visit the City's [development charges](#) page for more information

Development charges are also collected by the Region of Waterloo, the Waterloo Region District School Board (WRDSB) and the Waterloo Catholic District School Board (WCDSB). Use the following information to contact each of these organizations about development charges:

### **Region of Waterloo**

Contact [RDC\\_Inquiries@regionofwaterloo.ca](mailto:RDC_Inquiries@regionofwaterloo.ca)

### **Waterloo Region District School Board**

Contact [edc@wrdsb.ca](mailto:edc@wrdsb.ca)

### **Waterloo Catholic District School Board**

Contact [edc@wcdsb.ca](mailto:edc@wcdsb.ca)

### **City of Waterloo**

Visit the City's [development charges](#) website for more information.

Review the [APPENDIX Budgeting Template](#).

## **MILESTONE CHECKLIST**

**Before proceeding to [STEP 5](#), you should have done the following:**

- Build your team comprised of a Licensed Designer (BCIN designation) and contractor.
- Consider if you will need to engage other professionals such as a land surveyor, structural or civil engineer, mechanical, electrical or plumbing engineer, arborist or tree care professional and a heritage conservation professional.
- Develop your budget taking into account construction costs, application and permit fees and development charges.

## STEP 5

# Apply for permits



Now that you've developed a budget and decided which type of ARU(s) works for you, you can begin to apply for permits. Before doing so, we strongly recommend reading the [Province of Ontario's guide to adding a secondary suite to your home](#), in addition to this guide.

To get your ARU approved, you will need to obtain a [Building Permit](#) from City Hall. A [Letter of Compliance](#) is also recommended.

## BUILDING PERMIT

Before any construction can begin, **all ARUs must receive a Building Permit from City Hall**. An application for building permit must include a site plan and floor plans prepared by an Architect, Professional Engineer or Licensed BCIN Designer. A full list of requirements and fees for a Building Permit Application can be found on the [City's website](#). A building permit is typically reviewed within 15 business days. You can contact Building Standards at **519-747-8712** or at [Building@waterloo.ca](mailto:Building@waterloo.ca).

## LETTER OF COMPLIANCE

Prior to your application for a Building Permit, you may choose to [apply for a letter of compliance](#). Letters of compliance provide the following information:

- current zoning and compliance with current use
- pending zoning on property (if applicable)
- compliance with building setbacks
- status of building and plumbing permits on file
- any zoning or property standard violations
- any heritage significance

A letter of compliance is typically issued within 10 business days, with rush service available if needed. A letter of compliance is **encouraged** upfront to avoid potential delays to your Building Permit.



## ADDITIONAL PERMITS

Depending on the specifics of your ARU proposal, you may also need to obtain the following permits from the City, the Region of Waterloo, and partner agencies:

- [Minor Variance](#), if your proposal does not comply with zoning and it cannot be redesigned to comply.
- [Curb Cut Permit](#), for a new or widened driveway.
- [Heritage Permit](#), if your property is designated or in a Heritage Conservation District under the Ontario Heritage Act.
- [GRCA Permit](#), if your property is within a regulated floodplain, wetland or slope.
- [Road Occupancy Permit](#), if you need to close a sidewalk, boulevard or road during construction.
- [Regional Road Access Permit](#), if you need a new driveway onto a Regional Road.
- Residential [Rental Licence \(annual\)](#), if you plan to rent out your ARU(s).
- [MTO Permit](#), if you are near a provincial highway.

**Planning staff are also available to review your ARU proposal to determine whether it meets the zoning regulations, prior to your application for a Building Permit. This process is strongly recommended** and can help you find out whether changes are needed to your proposal to comply with zoning. You may send preliminary plans to [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca) or visit staff at City Hall. **Zoning compliance for your ARU proposal is also confirmed by Planning staff prior to issuance of a Building Permit.**

## Submit your applications

You can submit your application(s) for Building Permit and / or Letter of Compliance in-person at the Integrated Planning and Public Works counter on the 2<sup>nd</sup> floor of City Hall, or by mail to the following address:

### City of Waterloo Building Standards

100 Regina Street South  
PO Box 337 STN Waterloo  
Waterloo, ON, N2J 4A8

### MILESTONE CHECKLIST

Before proceeding to [STEP 6](#), you should have done the following:

- Decide if you would like to apply for a Letter of Compliance.
- Identify and apply for any additional permits.
- Obtain your Building Permit from City Hall.

You can proceed to the next step **after you have received approval** for your Building Permit, Letter of Compliance (if applicable), and / or other permits you may require.

## STEP 6



# Build your ARU(s)

After you have been issued the necessary permits, you can begin to build your ARU(s). Speak with your contractor to create a construction timeline that works best for you and your budget.

Before digging, you or your contractor should contact [Ontario One Call](#) to locate any underground lines or pipes.

## Scheduling inspections

You or your contractor must schedule regular inspections throughout the construction process. You can contact Building Standards at **519-747-8712** or at [Building@waterloo.ca](mailto:Building@waterloo.ca).

Once your building permit has been issued you may have the following inspections:

- commencement of construction
- footing (*before concrete poured*)
- plumbing underground, rough-in and/or final
- framing
- insulation
- air barrier
- final building inspection

**Please review your issued permit card for a list of applicable inspections.**

### Note

Approved drawings must be available on site for all inspections.

Call the small building inspection line at **519-747-6120** to book your inspections.

# Occupying your ARU(s)

People living in your ARU(s) can do so within several categories.

Rental is the simplest and most common type of tenure for ARUs. If you are renting out your ARUs, make sure you know your rights as a property owner and your tenants' rights to ensure a good situation for both parties. **Rental units in buildings with four or less units must obtain a Rental License from the City.** Contact the Rental Department at [Rental@waterloo.ca](mailto:Rental@waterloo.ca) to ask about obtaining your rental license. You can find more information on the [City's website](#).

Affordable rental ARUs are eligible for up to \$25,000 in forgivable loans from the Region of Waterloo through the Ontario Renovates program. Visit the [Region's website](#), or email [OntarioRenovates@regionofwaterloo.ca](mailto:OntarioRenovates@regionofwaterloo.ca), to learn more.

## Other forms of tenure

Other forms of occupancy you can consider include:

### CONDOMINIUM OWNERSHIP

---

Where you can sell each ARU to a new owner while maintaining shared ownership of common spaces, such as outdoor space or shared amenity space.

### CO-OPERATIVE HOUSING

---

Which is different from typical rental housing because each resident votes on how the property is operated. For more information on housing co-ops, visit the [Co-operative Housing Federation of Canada's website](#).

### CO-HOUSING

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Is a form of occupancy where residents have access to a self-contained private dwelling in a unit with shared amenities (kitchen, dining room, outdoor spaces). To learn more about co-housing, visit [cohousing.ca](http://cohousing.ca).

# Frequently Asked Questions

## Is my property zoned to permit ARUs?

Additional residential units (ARUs) are permitted on any property with an existing single detached building, semi-detached building or townhouse that is connected to municipal sanitary services and municipal water services. Some residential lots are zoned for multi-unit residential buildings or apartment buildings, and permit five or more dwelling units. Please [review the zoning](#) of your property to confirm if your ARU proposal is permitted. You can also reach out to Planning staff at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

## What if my ARU proposal does not comply with zoning regulations such as building setbacks, building height, or parking?

If your ARU proposal does not comply with the zoning regulations (see [STEP 3](#) for more information), you may apply for a [Minor Variance](#) or a [Zoning By-Law Amendment](#) to change the regulations. Planning staff will review your proposal to determine whether the proposal meets the criteria for a Minor Variance, or whether the proposal must seek to amend the Zoning By-Law.

## Is there a minimum size for an ARU?

The Ontario Building Code specifies the minimum size for any dwelling units. For example, an open concept bachelor ARU is permitted to be a minimum of 13.5 square metres (145 square feet). If you have questions about the Ontario Building Code, please contact Building Standards by calling 519-747-8712 or email [Building@waterloo.ca](mailto:Building@waterloo.ca).

## How many bedrooms are permitted in an ARU?

If you plan to rent out your ARU(s), the City's [Rental Licensing By-Law](#) stipulates the number of bedrooms shall not exceed four (4) per rental unit.

## Can an ARU or Coach House be sold to a new owner?

Condominium ownership may be an option for you (see 'Occupying your ARUs' in [STEP 6](#) for more information), where you may sell each ARU to a new owner while maintaining shared ownership of common spaces. Please contact a lawyer specializing in condominiums, and a land use planning consultant for assistance if you wish to explore condominium ownership or a consent application. It may be possible to obtain a lot severance in specific situations, evaluated on a case-by-case basis through the [City's Committee of Adjustment](#) application for consent. Contact [Planning staff](#) for information about lot severances.



## **What will be the address of my ARU(s)?**

The municipal address of the ARU(s) will be determined through the Building Permit process. Each ARU will be identified with a separate unit number. For example, if you live at 123 Willow Street, your second unit may be addressed as “123 Willow Street, Unit 2”, the third unit as “123 Willow Street, Unit 3”, and so on.

Property owners are responsible for clearly marking the unit to ensure that emergency services can access the correct home in case of emergency. If you have questions about addressing, please contact Building Standards by calling **519-747-8712** or email [Building@waterloo.ca](mailto:Building@waterloo.ca).

## **Are there any financial programs available to help cover some of the costs of building an ARU(s)?**

City staff are currently studying opportunities for grant or incentive programs for Additional Residential Units. Contact staff for more information at [ARU@Waterloo.ca](mailto:ARU@Waterloo.ca).

## **Will building an ARU(s) affect my property taxes?**

Yes, your property taxes will increase when you create an ARU(s). General information regarding assessment and property taxes is provided by the [Municipal Property Assessment Corporation \(MPAC\)](#). Visit the City's [property taxes and finances](#) page for additional information.

## **Where can I go to learn about my responsibilities as a landlord?**

The Residential Tenancies Act, 2006 regulates the responsibilities of a landlord and tenant before, during, and at the end of a lease term. The Landlord and Tenant Board provides a helpful overview of a landlord's responsibilities under the Residential Tenancies Act, 2006. Before a tenant can occupy a rental ARU, you must obtain a Residential Rental License from the City. Contact **519-747-8587** or [Rental@waterloo.ca](mailto:Rental@waterloo.ca) to ask about obtaining your rental license. You can find more information on the [City's website](#).

## **Is my property eligible for curbside waste collection?**

The Region of Waterloo will collect garbage, recycling and compost from properties with up to six (6) dwelling units. You must notify the Region to request waste collection service for any ARUs you build on your property. Call **519-575-4400** to notify the Region. Review the [Region of Waterloo Waste Collection Requirements](#) before requesting service.

## **Can the tenants of my ARU(s) park on the street?**

You are obligated to provide the minimum required number of parking spaces on your property, as per the regulations of your zone. On-street parking is allowed up to a maximum of three hours unless signs say differently. Overnight parking is not allowed unless you register your vehicle. On-street parking is available equally to homeowners and tenants, based on availability of space. Please consider you and your tenants' need for parking before signing a lease agreement. For any questions related to parking enforcement contact **519-747-8785** or [municipal-enforcement@waterloo.ca](mailto:municipal-enforcement@waterloo.ca).

## **Can I widen my driveway to fit more parking spots?**

If you are widening your driveway, you may need a Curb Cut Permit from the City. You can widen your driveway up to a maximum width of 7 metres. A driveway is not allowed to extend in front of “habitable floor space”, meaning any area of the front façade occupied by a front door or room. This does not include a garage. These regulations will limit the number of parking spaces you can fit on your property. You are encouraged to design your driveway and parking in a way that preserves trees and maximizes green space.

## APPENDIX

# Budgeting your ARU project

Each ARU project is unique, and costs will differ. This budgeting template has been prepared at a high-level to help you assess the cost of your project. Consult with your contractor(s) and financial advisor where applicable to determine a budget that is right for you.

Fees / Service		Estimated cost
<b>Design</b>		
Design Consulting Fees		\$
Contractor Consulting Fees		\$
Surveying Fees		\$
<b>Subtotal</b>		<b>\$</b>
<b>Construction</b>		
Building Materials		\$
Construction Labour		\$
Construction Insurance		\$
Utility Connection		\$
Other Costs		\$
<b>Subtotal</b>		<b>\$</b>
<b>Permits and Approval</b>		
Building Permits		\$
Letter of Compliance		\$
Other Application Fees		\$
Rental Licensing		\$
<b>Subtotal</b>		<b>\$</b>
<b>Other Charges or Incentives</b>		
Development Charges		\$
Financial Incentives or Grants		-\$
<b>Subtotal</b>		<b>\$</b>
<b>Total</b>		<b>\$</b>

# Contact Information

## Visit City Hall in-person

Waterloo City Centre, **100 Regina Street South, 2<sup>nd</sup> Floor, Integrated Planning and Public Works counter**. Business Hours are **Monday to Friday 8:30 a.m. – 4:30 p.m.**

## City Departments

### Planning Division

For questions about ARUs, zoning regulations, or what is permitted on your lot, contact Planning at **519-747-8752** or via email at [Zoning@waterloo.ca](mailto:Zoning@waterloo.ca).

### Building Standards

For questions about building permit applications, building code requirements, or assigning a new address, contact Building at **519-747-8712** or via email at [Building@waterloo.ca](mailto:Building@waterloo.ca).

### Building Inspections

To book your small building inspections during the construction period, call **519-747-6120**.

### Engineering Services

For questions about utility connections, site grading, and stormwater drainage, find contact information for the Engineering Services department on the [Corporate Directory](#).

### Parks, Forestry and Cemetery Services

If your project may impact “public trees” (i.e. trees on city-owned property including parks, green spaces, trails and alongside roadways) you must contact City staff at **519-886-2310** or email [parkservices@waterloo.ca](mailto:parkservices@waterloo.ca).

### Municipal Enforcement Services

For questions about bylaws and enforcement such as noise and parking complaints or to check the status of a rental licence, contact Municipal Enforcement at **519-747-8785** or email [municipal-enforcement@waterloo.ca](mailto:municipal-enforcement@waterloo.ca).

## Other Agencies and Service Providers

### Grand River Conservation Authority

For questions about whether your property is located within an environmentally sensitive area, contact the GRCA at **519-621-2761** or email [grca@grandriver.ca](mailto:grca@grandriver.ca).

### Enova Power

To connect a new ARU(s) to electric power systems, call Enova Power at **226-896-2200** or fill out the [online Service Request Form](#).

### Canada Post

To coordinate mail service to a new ARU(s), read the [Mail Delivery Planning Manual](#).

