

Halton Hills Homeowner Checklist



Use this checklist to help you plan your Additional Residential Unit (ARU)

GETTING STARTED

- Check your eligibility, including how zoning by-laws for ARUs apply to your property's location and what type(s) of ARU would be most suitable.
- Reach out to the Planning and Development Department regarding Official Plan and zoning requirements.
- Review the [Urban ARU information Sheet](#) and [Rural ARU Information Sheet](#) for specific property requirements.
- Review the [ARU Registration Guide](#) to understand the process of obtaining approval and registering a legal ARU.
- Consult financial experts if required.

DESIGN

- Understand all design requirements your ARU must meet. Detailed information is available in the ARU Registration Guide.
- Consult a qualified designer who is registered with the Ministry of Municipal Affairs and Housing, engineer or architect to assist in the design of your ARU. Find a qualified designer in your area using the Government of Ontario's [QuARTS Public Search Registry](#).
- Contact the Halton Hills Planning & Development Department if you are unable to meet any municipal requirements.
- Consider design principles and best practices. Have your designer contact the Building Services Division to discuss design concepts, past performances, and approvals to assist in your approval process.
Email: building@haltonhills.ca or call 905-873-2600, ext. 2925.

FINANCING

- Ensure your budget factors in hard costs, soft costs, and ongoing operating costs.
- Investigate whether there is funding available to support your ARU project.

DEVELOPMENT CHARGES & FEES

- Review the Town of Halton Hills Rates and Fees By-law for fees associated with building permit applications for your ARU or contact the Building Services Division with any questions.
Email: building@haltonhills.ca or call 905-873-2600, ext. 2925.
- Education Development Charges (EDCs) may apply for an ARU in a new or existing building. The following governing bodies will be contacted for review of an ARU application to determine if development charges will apply prior to permit issuance:
 - Halton District School Board
 - Halton Catholic District School Board

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BUILDING & APPROVALS

- Review the ARU guide for required design drawing information.
- Prepare your application, including requirement drawings.
- Complete and submit your [Building Permit Application](#) online.
- Complete and submit your [ARU Application for Registration](#).
- Upon issuance of permit, book your building inspection.
- Receive your final ARU registration.

RENTING YOUR ARU

- Understand your role, responsibilities, and legal obligations as a landlord.
- Select tenants using a fair process and enter into a tenancy agreement.
- Reach out to [Halton Region Housing Services](#) if interested in providing affordable housing.
- Declare your rental income and operating expenses when completing your annual taxes.

Planning & Development Department

905-873-2600, ext. 2900

planning@haltonhills.ca

haltonhills.ca/ARU