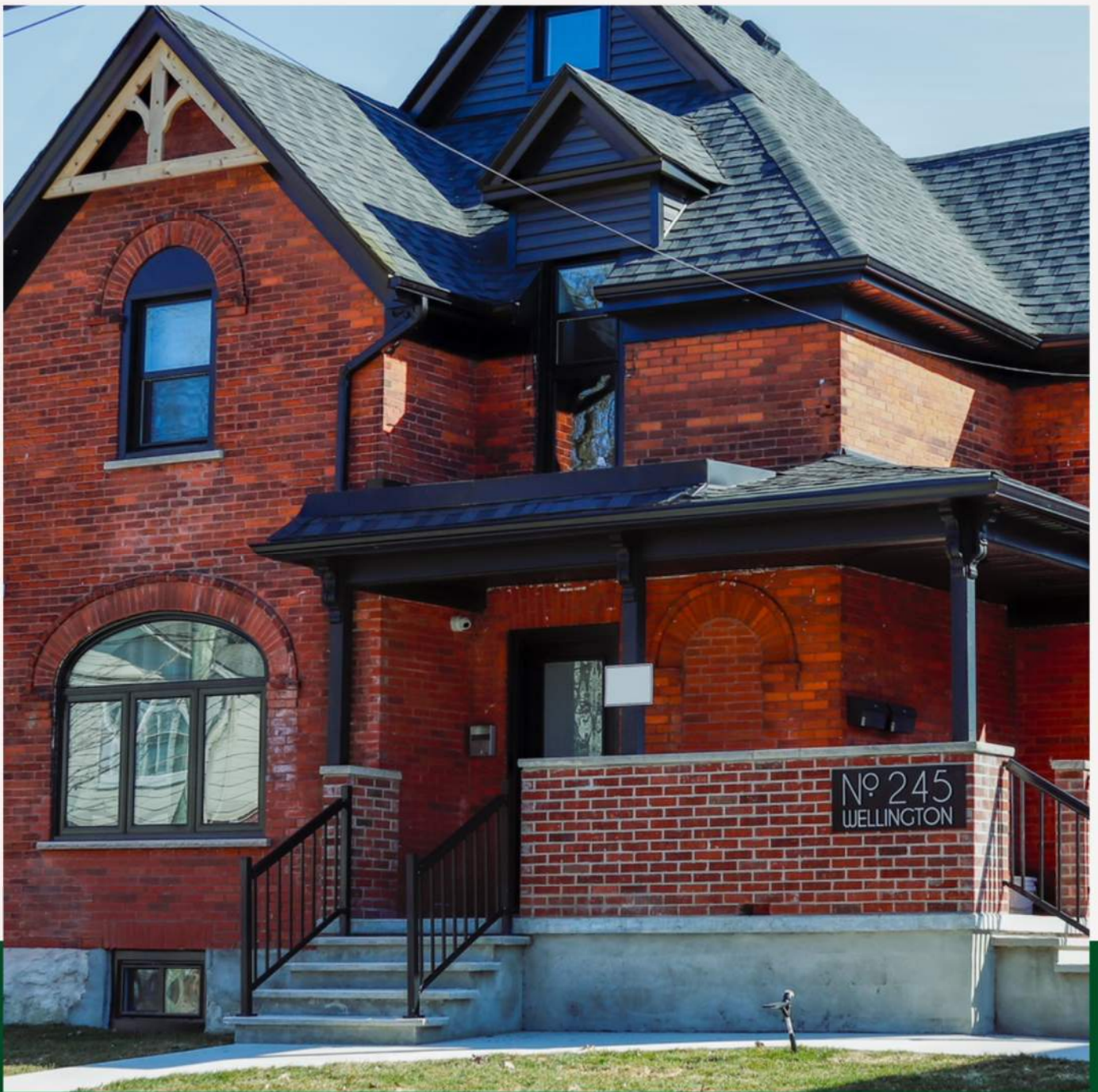


MARCH 2026



Guide to Additional Dwelling Units

Creating more housing options on your property: a step-by-step guide to adding a second, third or fourth dwelling unit



Kitchener is growing and people are looking for different living options. On March 25, 2024, Kitchener City Council approved zoning regulations that allow up to 4 dwelling units on many residential lots.

These units have lots of names. When they are part of the main building they can be called duplex, triplex, fourplex, in-law suite, or basement apartment. When they are in a smaller separate building they can be called backyard homes, granny-flat, carriage house or tiny homes. In Kitchener, they are all called additional dwelling units or ADUs.

In all cases, an ADU is a separate and self-contained dwelling unit on the same property as a single detached, semi-detached or street-fronting townhouse dwelling.

This guide provides an overview of what you need to know to develop ADUs on a residential property in Kitchener.



How to use this Guide

Follow the headings step-by-step

Not everything will be
relevant to your project

Refer back as your project
progresses

City staff are here to help! Contact us by phone, by email or in person at City Hall.

Phone: 519-741-2345

Email: planning@kitchener.ca

In Person: City Hall, 200 King St W, Kitchener

- [Book an appointment](#) to plan your visit
- Drop in during business hours Monday to Friday 8:30 am - 5:00 pm

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Step 1:

Discover the Possibilities



169 Fifth Ave – 4 unit dwelling (constructed by: Bobicon Ltd.)



ADUs can provide many benefits for homeowners and the overall community including:

- providing homes for family members like adult children or aging parents
- providing homes in existing neighbourhoods where services, schools and transit already exist
- helping generate rental income

Thinking about why you are building your ADU(s) will help guide your project design and budget.

To be eligible for an ADU(s) the following criteria must be met:

- ✓ a single detached dwelling, semi-detached dwelling or street-fronting townhouse dwelling must be permitted on the lot
- ✓ the lot must be connected to full municipal services
- ✓ the lot size, site layout and building design must comply with the Zoning By-law and the Ontario Building Code (see Chapter 2 to learn about zoning rules)



Once you have confirmed that you can build an ADU(s), take some time to look for inspiration images online and in your neighbourhood and consider what might work for you, your property and your desired outcomes. Visit ReHousing.ca to see examples of how ADUs can be added to different kinds of homes.

Detached dwellings or backyard homes can be designed to fit on many different lot sizes and are permitted in residential neighbourhoods. The images below were winners of Backyard Homes Design Competition sponsored by the City of Kitchener in 2021. Check out more of the winning designs and the workbook for inspiration!



Welcome Home to Accessibility, Tamara Bell (Winner of Backyard Homes Design Competition)

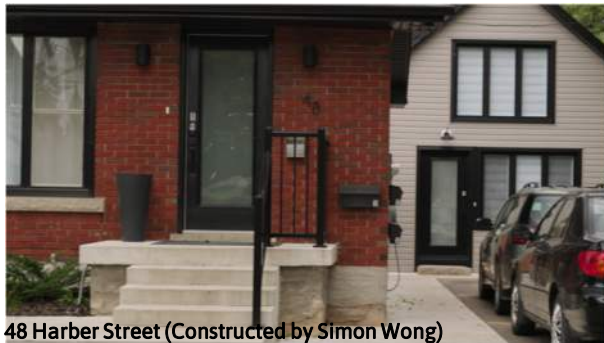


GAGA Green Accessible Granny ADU: The Architect Builders Collaborative Inc. (Winner of Backyard Homes Design Competition)



You may wish to consider barrier free accessibility and universal design standards when planning your ADU(s).

Detached dwellings or backyard homes can be surprisingly spacious and can accommodate up to 2 separate dwelling units.



48 Harber Street (Constructed by Simon Wong)



114 St. Vincent Street





ADUs can be designed to fit seamlessly into a neighbourhood and complement existing streetscapes. These renderings show single detached dwellings with 1 ADU attached (duplex) and a backyard home with 2 ADUs detached (4 dwelling units in total). They fit on the same size lot and have the same floor plan for the backyard home (see [Example Architectural Plan A](#) on pg. 33)



CMHC Housing Catalogue Designs



Accessory Dwelling Unit 01



Accessory Dwelling Unit 02



Stacked Townhouse 02



Fourplex 02

The [CMHC Housing Catalogue](#) offers adaptable designs for ADUs including options for backyard homes, fourplexes and stacked townhouse modules.

The City of Kitchener supports use of all of the Ontario region designs from the Housing Design Catalogue. The Catalogue ADUs will work on many lots, and in many different zones in Kitchener, but please note that not all housing types are permitted on every lot. Zoning and other regulations, as outlined in this guide, will apply.

The designs are 'near permit ready', allowing users to select materials and make aesthetic design choices, and to select accessibility and energy efficiency options. When preparing a 'derived design' for your Building Permit application, you will need a 'qualified professional' (such as a designer with a BCIN) to finalize the drawings with your choices, and to prepare a foundation plan, site plan, and servicing plan.

Catalogue designs are:

- **Cost Effective.** Catalogue plans are available to property owners free of charge, and simplify the design process, allowing you and your qualified professional to easily complete user choices, locate the building on a site and design a foundation, parking areas and walkways, and plan for site services.
- **Quick to Review.** Planning and building staff has pre-reviewed the Catalogue designs for zoning by-law and building code compliance. Building inspectors are familiar with the Catalogue designs. Inspections can be requested through a convenient online portal and will be scheduled for the next business next day.
- **Eligible for an ADU Grant!** The City of Kitchener has a new [Additional Dwelling Unit Grant](#) to help pay for some or all of the development charges that may apply to your ADU(s).

Step 2:

Getting Started



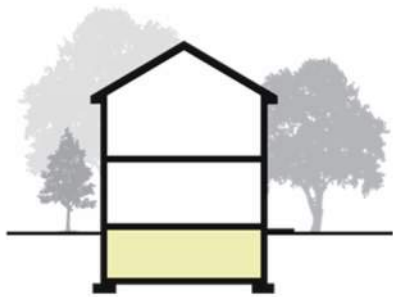
245 Wellington Street – 4 unit dwelling (Constructed by: Simon Wong)

Understanding ADUs

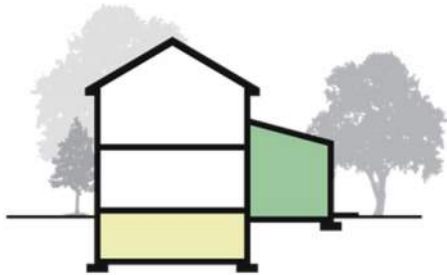
An ADU is a dwelling unit that is added to a lot containing a single detached dwelling, semi-detached dwelling or street-fronting townhouse dwelling, and it can be attached or detached from the main dwelling on a lot.

Depending on the lot's dimensions and placement of existing buildings, some types of ADUs may work better than others on your lot. The images on the following pages illustrate the different ways ADUs could be organized on a lot.

Attached ADUs (shown below) are added to a principal dwelling:



Duplexes have 1 ADU. The ADU could be in the principal dwelling (e.g. basement conversion) or an addition to it.

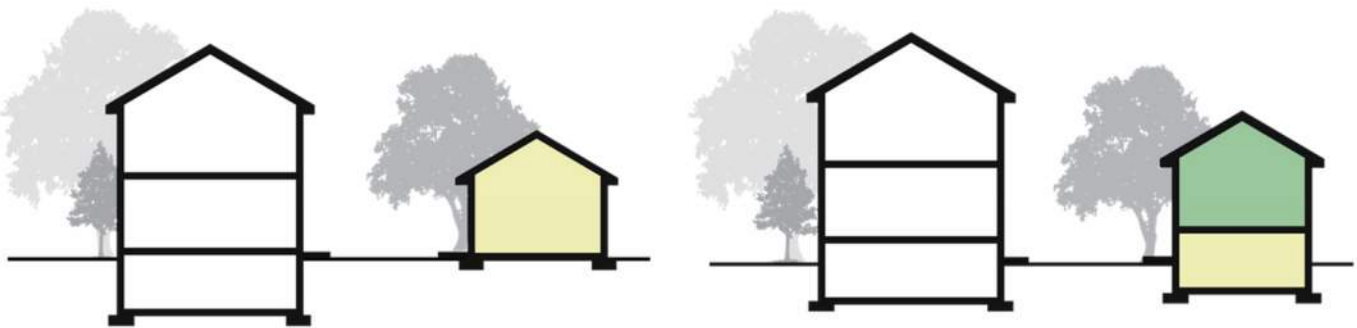


Triplexes have 2 ADUs attached to the principal dwelling.

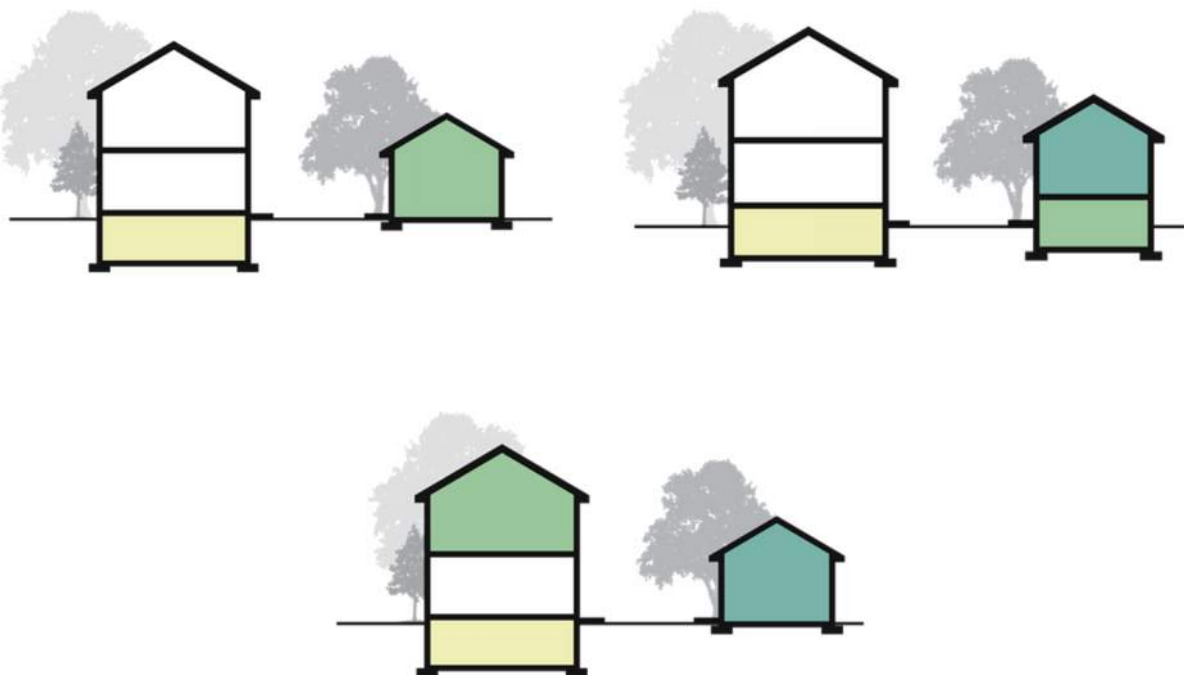


Fourplexes have 3 ADUs attached to the principal dwelling.

ADUs (detached) are in a separate building from your principal dwelling. You can have 1 or 2 units in a detached dwelling (backyard home).



Attached and detached ADUs can be combined to have up to 4 dwelling units on a lot.



Understand the Property

Before you begin planning your ADU(s) and site layout, be sure you have detailed information about the property.

Check the property survey to understand:

- property lines
- setbacks to property lines for existing buildings
- easements and rights-of-way
- encroachments like sheds or fences that are not entirely on your property
- protected services such as utilities, rear yard infiltration galleries or drainage swales



If you do not have a survey, the City may have a copy. You can **request a copy of a property survey** online. If an up-to-date survey does not exist you may need to hire a surveyor to prepare one.

Also check for public infrastructure such as:

- streetlights and hydro poles including support wires
- side or rear yard storm drains
- fire hydrants
- transformers or utility boxes
- street trees

Changes to infrastructure should be avoided. If your design cannot avoid impacts to public infrastructure, contact the City early to determine who is responsible for the infrastructure, and to discuss costs and options that may be available.



There may be legal agreements registered on your property's title that affect how you may develop your property. Contact your lawyer to check for restrictive covenants, subdivision agreements and other encumbrances.

Understand the Rules: the Zoning By-law

All ADUs, whether attached or detached, **must** comply with the City's Zoning By-law.

The Zoning Bylaw:

- states exactly how land can be used and where buildings can be located
- permits up to 4 dwelling units on many residential lots subject to requirements such as:
 - minimum lot width
 - minimum number of parking spaces and maximum driveway size
 - provision of unobstructed walkways
 - minimum building setbacks
 - minimum front and rear yard landscaping areas

If you cannot meet zoning regulations ADUs may not be permitted on your property.

Check the zoning of your property online using our [interactive mapping tool](#). If you have any questions or need help, call 519-741-2426 or send us an email to planning@kitchener.ca. If you prefer, you can meet with staff in person at City Hall. [Book an appointment](#) to plan your visit or drop in during business hours.

Regulations that commonly apply to ADUs are outlined on the following pages. Be sure to read carefully through the Zoning By-law as the overview of regulations is not exhaustive and does not include regulations of the various zoning categories (such as lot sizes or setbacks for principal dwellings). There may also be site specific regulations or other rules (like Heritage Conservation District Plans or Tree Protection Plans) that apply to your property. Please contact Planning staff if you are unsure.



ADUs are permitted in all RES-1 to RES-5 zones!
You can have up to 4 units to your property provided that all regulations are met.

Zoning Highlights

The information on the following pages provides an overview of key zoning regulations that you will need to comply with as you plan your project.

All ADUs

- must be connected to full municipal services (water, sanitary sewer) and only one set of services is permitted per lot
- must be located on the same lot as the principal dwelling
- minimum lot size varies depending on location and how many units are being proposed (check the Zoning By-law or with staff to determine what regulations apply)
- 1.1 metre wide walkway to the entrance of each unit not on a street facing façade
- stairs leading to a basement entrance may be located in an interior side yard and must be setback 0.5 metres from the side lot line

When there are 2 or 3 ADUs attached to the principal dwelling:

- minimum of one door and maximum of two doors are permitted to face the same street, except where more or fewer doors are existing
- 30% minimum rear yard landscaped area (may include walkways, patios, pools, etc.)
- 20% minimum front yard landscaped area (does not include hard surfaces like walkways)

Detached dwellings (backyard home):

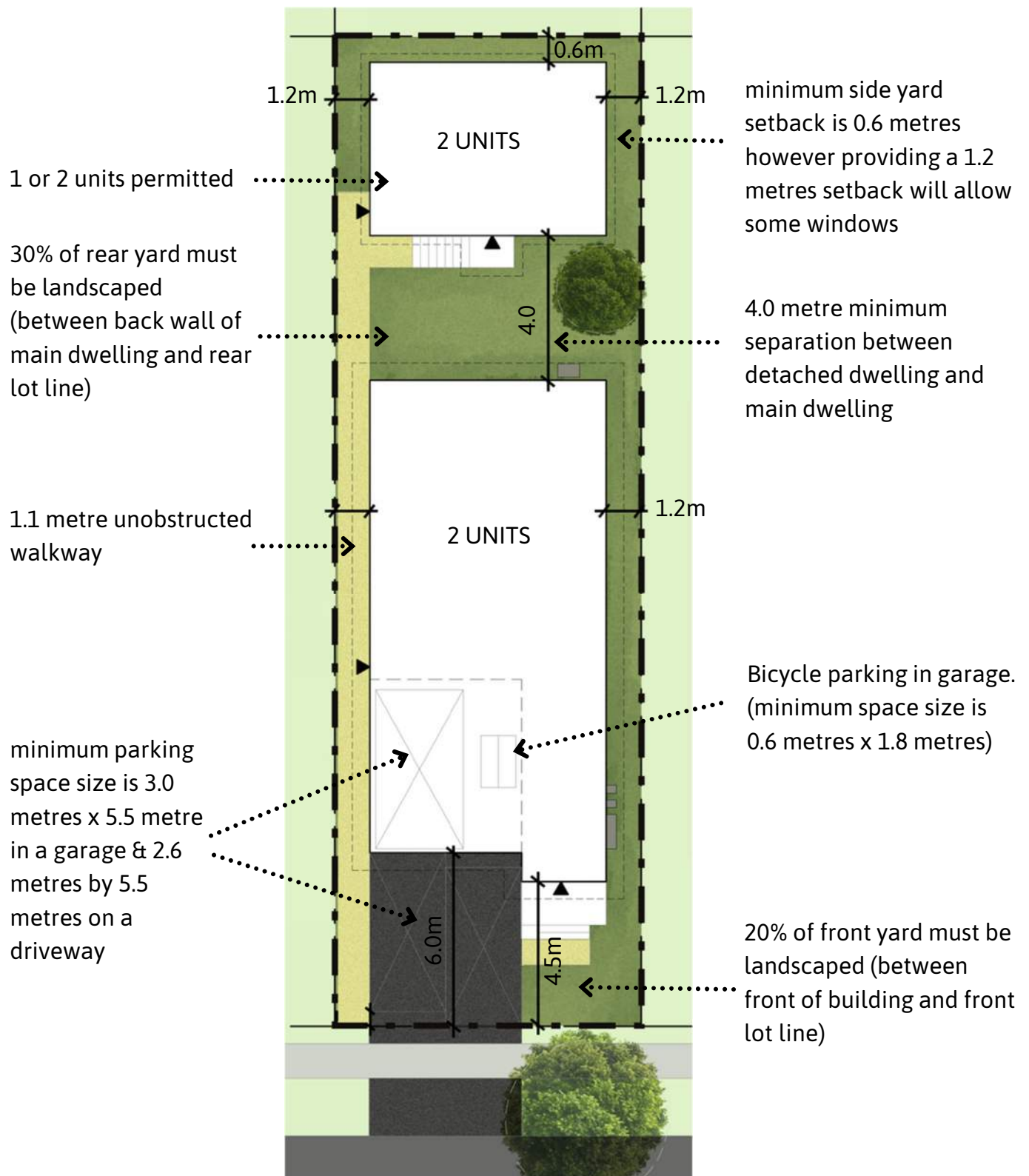
- 1 or 2 units are permitted in a detached dwelling
- must be on the same lot as the principal dwelling
- maximum building footprint of 80 square metres and must comply with % building coverage (typically 15% lot coverage for all accessory structures)
- minimum setback to side and rear lot lines is typically 0.6 metres
- maximum height is 4.5 metres
 - Where the principal dwelling is more than 9.1 metres high, the detached dwelling can be up to 6.0 metres high, (side yard and rear yard setbacks increase to 0.9 metres)
- minimum separation of 4.0 metres between the detached dwelling and principal building
- permitted in exterior side yard in accordance with setback regulations of the lot's zone (may be closer to the street than the principal dwelling).



1.1 metre walkways must have 2.1 metre overhead clearance, and cannot be obstructed by open window wells, parking spaces, HVAC equipment or anything that blocks the path of travel. This ensures residents, visitors and emergency services can easily find and access the dwelling unit.

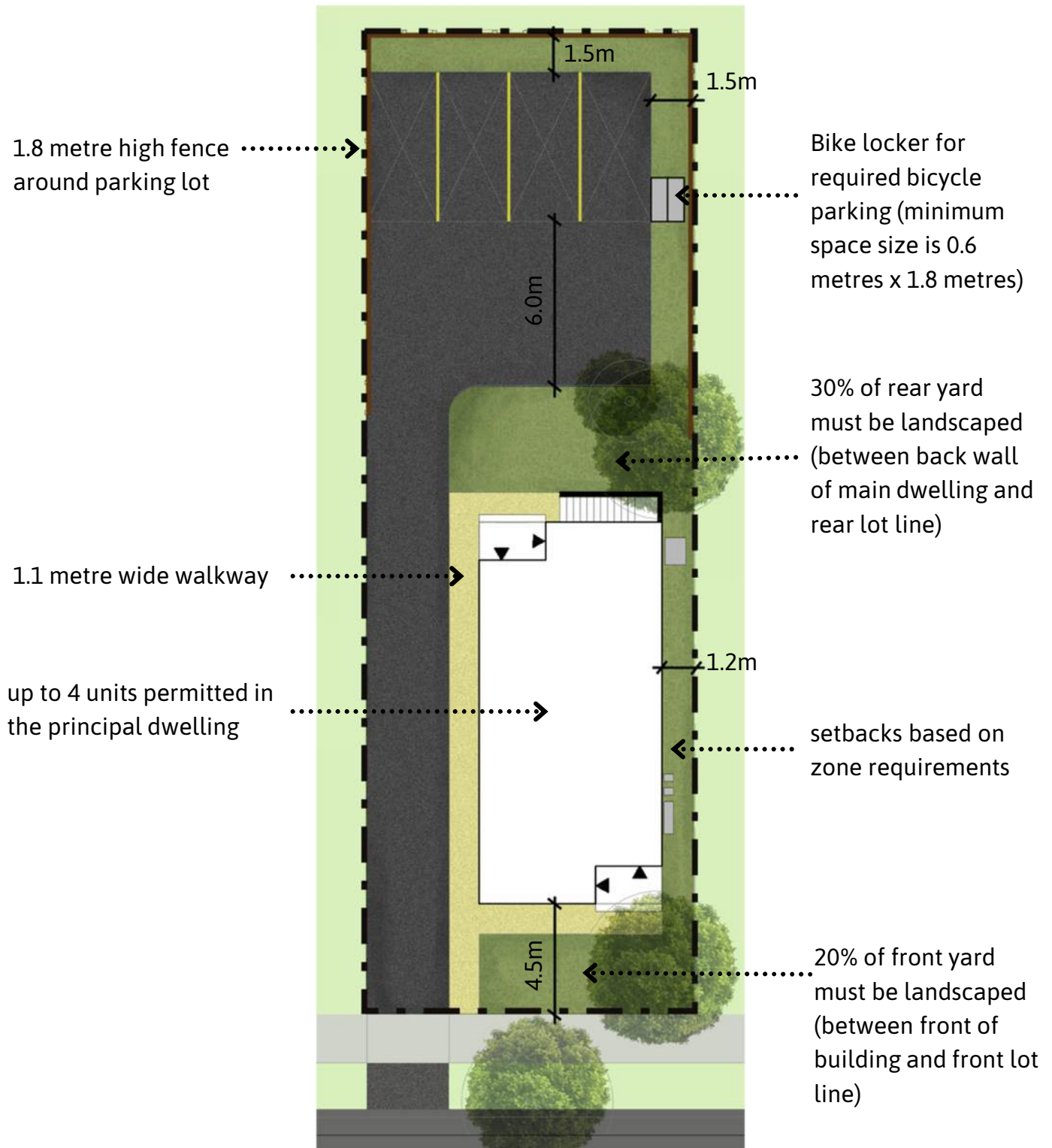
Zoning Highlights: Detached Dwellings

This is an example of a zoning plan that highlights some of the key zoning rules that apply to a detached dwelling. Keep these in mind when developing your project plans.



Zoning Highlights: Attached ADUs

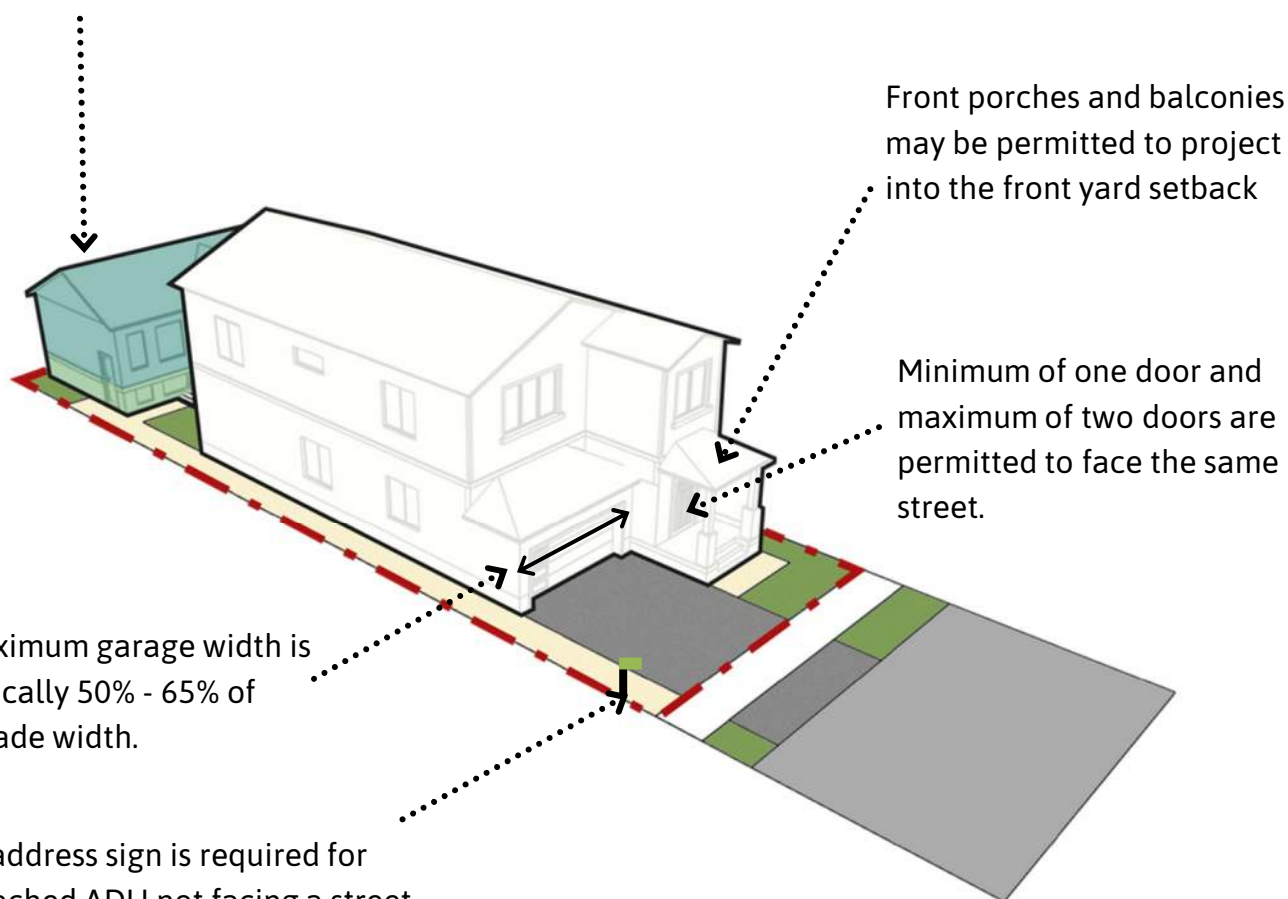
This is an example of a zoning plan that highlights some of the key zoning rules for a dwelling with attached ADUs. Keep these in mind when developing your project plans.



Zoning Highlights: Buildings

The Zoning By-law also regulates some elements of the building design such as the building height, the width of an attached garage, the number of doors facing the street, and permits some projections into setbacks like front porches, balconies, and roof overhangs.

Detached ADUs are permitted to a maximum height of 4.5 metres - 6.0 metres.



A detached dwelling is permitted to have a maximum building footprint of 80m², must comply with % building coverage (typically 15% lot coverage for all accessory structures) and meet setback, height and separation requirements.

Zoning Highlights: Parking

Parking:

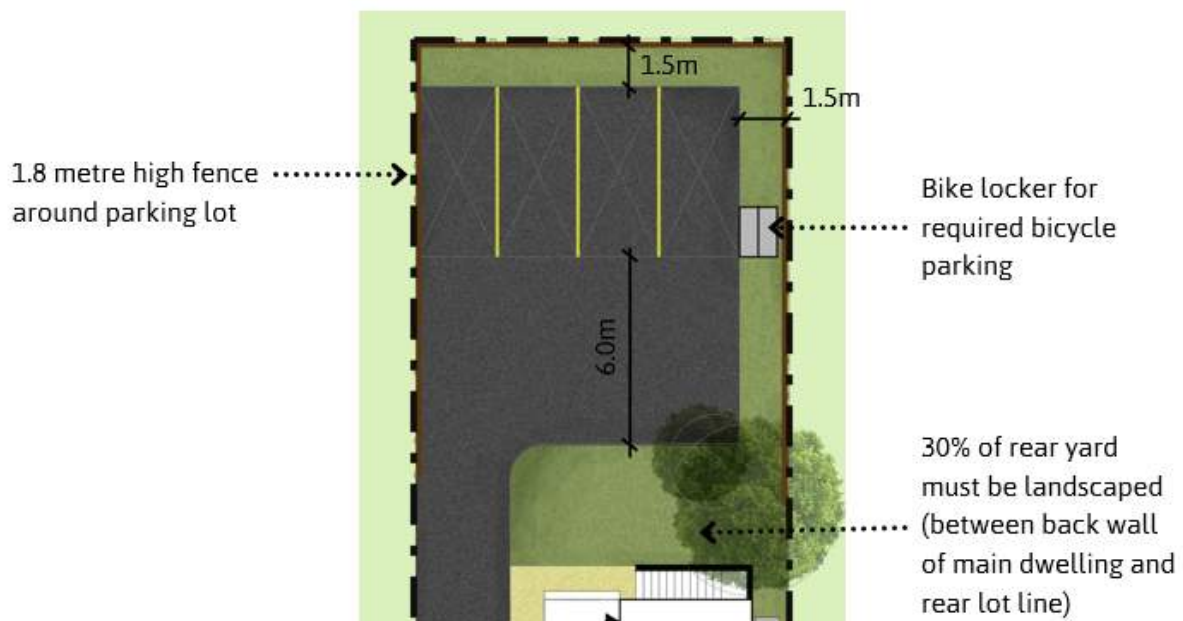
- the minimum number of parking spaces varies depending on location. Check the Zoning By-law or with staff to determine what regulations apply.
- parking spaces must have a minimum size of 2.6 metres x 5.5 metres.
- one parking space must be setback 0.5 metres from the property line.
- secure, weather-protected bicycle parking (Class C Bicycle Parking) is required for 3 or 4 units on a lot and can be in a garage, shed, bike locker or other area.

Driveway Regulations:

- a maximum of one driveway is permitted from each street.
- the minimum width of a driveway is 2.6 metres.
- maximum driveway width varies by dwelling type, and is generally 40 to 50% of the width of a lot, to a maximum width of 8 metres.
- a driveway must be a consistent material and distinguishable from all other ground cover or surfacing including landscaping or walkways.

Parking Lot Regulations:

- permitted for a dwelling with 3 or 4 units and must be located in the rear yard.
- must be setback 1.5 metres from property lines (except on the driveway side).
- must be screened by a visual barrier, such as a fence, along the interior side and rear lot lines.
- the drive aisle must be 6.0 metres wide.



Understand the Rules: Ontario Building Code

All ADUs must be constructed in accordance with the Ontario Building Code and require a Building Permit. Visit the City's [Residential Building Permits](#) website to learn about how to apply for a building permit, process and fees. A licensed (BCIN) designer, architect or contractor may be able to assist you with this process (see the next section to learn about who you may need to assist you).

The Ontario Building Code has requirements for how buildings are constructed. The building code ensures the design and construction of buildings meets certain health, safety and fire protection requirements to protect the building, its occupants and the public.

There are many approaches to constructing ADUs including conventional construction techniques and newer construction techniques such as installing prefabricated or factory-built homes, erecting flat pack homes, and repurposing shipping containers.

All of these approaches to constructing ADUs have benefits and drawbacks, and all must comply with the zoning by-law and the building code.

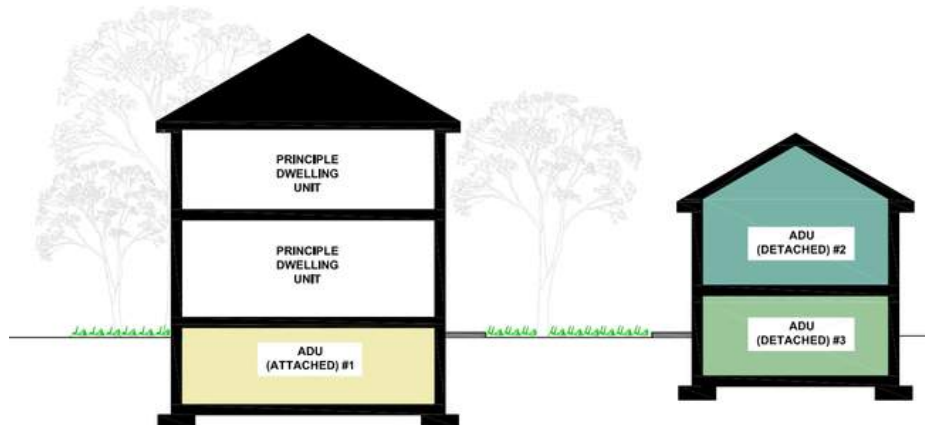
Please reach out to our Building Division at building@kitchener.ca if you are interested in pursuing newer or non-conventional construction techniques to ensure it will comply before purchasing your dwelling. Please note that recreational vehicles and tiny homes on wheels are not permitted to be used as a detached ADU.



Backyard homes must be permanent, all-season dwellings and must be connected to municipal services.

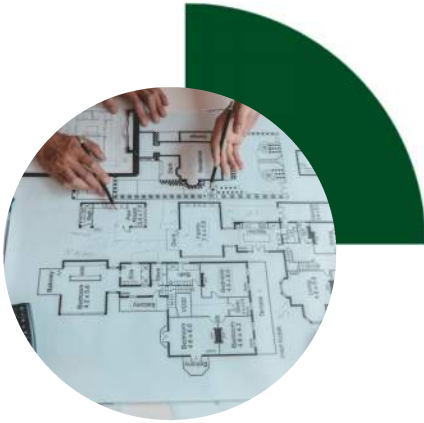
Step 3:

Plan Your Project



Build your Team

As you are determining what type and how many ADUs will suit your property, it will be important to find professionals who can help you. Your team may include:



Licensed Designer (with BCIN designation) or Architect

- helps you understand zoning (parking requirements, building placement, etc.) and the building code
- prepares the plans required for your Zoning Certificate and Building Permit (a licensed (BCIN) designer or architect is required to prepare drawings for some types of ADUs)
- can apply for permits
- coordinates with other professionals such as engineers, or surveyors that you may need to hire



Contractor

- builds your ADU(s)
- helps develop the budget and construction schedule
- coordinates construction process and sub-trades (plumber, electrician, landscaper, painter, etc).
- follows safety regulations and standards
- helps resolve issues that come up during construction
- can help coordinate inspections by city building inspectors



Other professionals

Depending on your project, you may need to retain professional services from others. Examples include:

- heritage consultant (for properties with a heritage designation or on the heritage register)
- structural or civil engineer
- surveyor
- arborist or tree care professional
- mechanical, electrical, or plumbing engineer/designer



The City does not endorse or recommend specific professionals. We encourage you to evaluate your team based on their experience with ADUs and previous experience in Kitchener. We recommend talking to at least three designers and contractors before finalizing your team.

Develop a Budget

Building an ADU is an investment in your property. There are costs associated with designing, building, financing and operating your units. It is important to develop a detailed budget and financing plan. Costs will vary based on where the ADU will be located (e.g., interior renovation, addition, new building), size, construction methods and site factors like grades. Costs could range from less than \$100 per square foot (for renovations) to \$400 and more per square foot (for new construction). Your contractor and designer can help you develop a budget.

The most cost effective ADUs are often conversions of existing space within your principal dwelling (such as adding a basement apartment). Projects involving substantial additions, or construction of new dwellings, such as adding a backyard home, can cost \$200,000 and more. Talk to your financial institution early to explore financing options.



As you are developing your budget, consider costs like:

- materials (building materials, site materials for walkways, driveways, etc.)
- labour
- equipment (purchase or rental)
- consultant fees (examples: designer, surveyor, heritage consultant)
- land costs
- financing (talk to your bank or lending institution)
- insurance (during construction and afterwards)
- utility connection fees
- permit fees
- development charges



Pre-fabricated or factory-built backyard homes can be cost-effective, however be sure to consider costs such as development charges, permit fees, foundations and grading, paving and landscaping, utility connections, and optional appliances that may be additional costs.

Application and Permit Fees will vary depending on the type of ADU(s) you are proposing, and the different applications and permits that may be required for your project and your lot. Fees associated with adding a basement apartment will likely be lower than for a new four-unit dwelling where additional processes like a lot severance or a minor variance are proposed. You can review the most commonly required permits on page 24 of this document and follow the links to better understand fees related to the different types of applications.

Development Charges are collected by the City, the Region of Waterloo and both the Waterloo Region District School Board and Waterloo Catholic District School Board. The Building Division collects payment of development charges prior to building permit issuance, including those for the Region and school boards.

NEW! Additional Dwelling Unit Grant

The City of Kitchener has a new Additional Dwelling Unit Grant to help pay for some or all of the development charges.

Grants for the first and second ADU (the second and third unit) cover 100% of the cost of applicable education (school board) development charges (DCs).

Grants for the third ADU (which is the fourth unit) cover:

- 50% of City, Regional and education DCs as base incentive; or
- 100% of City, Regional and education DCs for units that commit to:
 - one affordable housing unit for 5 years; or
 - 2 energy efficiency measures; or
 - one barrier-free unit

Visit kitchener.ca/CIP for more information on the grant program and to learn how to apply.



Your project may be eligible for incentives or rebates such as the Federal Government's GST/HST Housing Rebate or the Region of Waterloo Secondary Suites program. Look into programs early!

Protect Trees & the Environment

Trees are a precious natural resource. They benefit our environment and beautify our homes and properties. You should make every effort to protect and preserve trees on and adjacent to your property. The City of Kitchener has a [Public Tree By-law](#) and a [Private Tree By-law](#).

- [The Public Tree Bylaw](#) protects city-owned trees (such as street trees or trees in parks) from damage, injury or destruction.
- [The Private Tree Bylaw](#) protects trees on private properties from damage, injury or destruction.. You may require a Tree Conservation Permit to remove trees if the property larger than 0.4 ha (1 ac).
- If a portion of your property is zoned Natural Heritage Conservation or includes a Tree Saving Area contact Planning staff at 519-741-2426 or planning@kitchener.ca for more information.
- If your project may impact trees on the property line (in shared ownership) or on adjacent lands (such as construction within root zones), you must get permission from the neighbouring property owner.

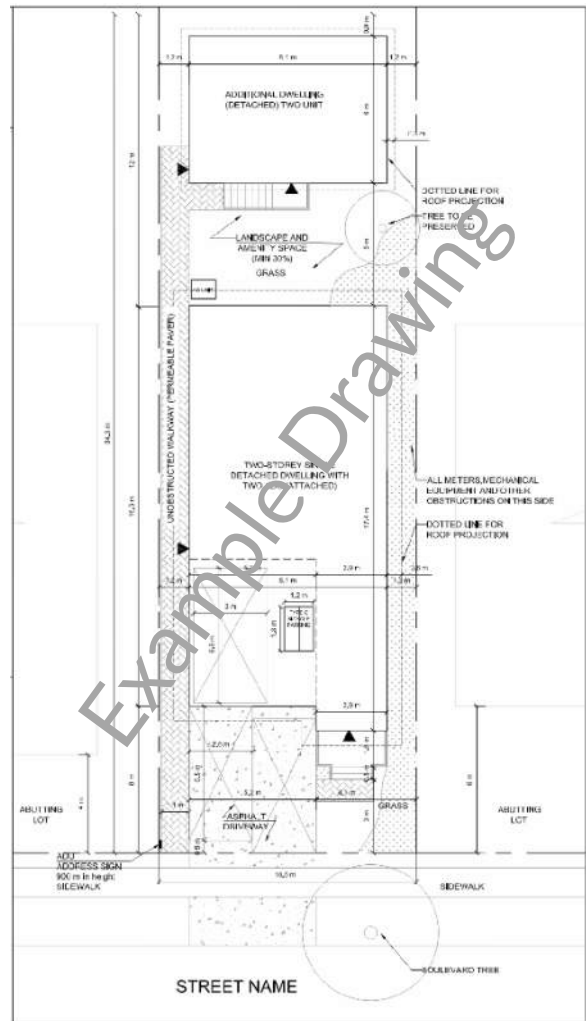
Consider the environment and sustainability when planning your ADUs. [Reep Green Solutions](#) and [ClimateActionWR](#) are two local organizations supporting sustainable development in Kitchener. Visit their websites to learn more about improving energy efficiency, conserving water, reducing waste and cultivating a healthy yard.

Draft your Plans

Once you have a good understanding of what kind of ADU(s) you want to build, what the zoning rules are, and have decided on a team to help you, you will be ready to plan your project! You may need to think through several versions of your plans as you determine what will meet your needs, fit into your budget and comply with rules.

You or your designer will need to prepare a lot layout plan that shows how all the buildings, parking, walkways and landscaped areas are arranged on your property. This drawing and the building elevations and floor plans will be reviewed to confirm that your project will comply with zoning. It is submitted to the Planning & Housing Policy Division with your application for [Zoning Certificate](#) for most types of ADUs, and with your Building Permit Application for duplexes.

In many cases a designer or architect will need to prepare drawings that will be submitted with your Building Permit Application (construction drawings). The requirements are different depending on how many ADUs you are adding and whether they are attached or detached from the main building. Additional Information is available on our [Residential Building Permits](#) website or contact the [Building Division](#).



Example of a lot layout plan for a duplex dwelling with a 2-unit backyard home.



One set of service connections (water, sanitary sewer, electric and gas) is permitted for each lot. Each unit can be separately metered. Talk to the utility provider and the Building Division to learn more about connecting and disconnecting services.

Step 4:

Approvals & Permits



Overview of Permits

Adding ADUs always requires permits from the City. The most common approvals and permits required to construct an ADU are listed below. View the links to review processes in detail and to download application forms, understand submission requirements, and determine fees.

Always Required:

Building Permit: must be issued before starting construction.

Building staff will review permits and share the status within 10 or 15 business days of receiving a complete application (depending on the type of ADU proposed).

Usually Required:

Zoning Certificate: required to confirm your project will meet zoning regulations for all ADUs except duplexes. We encourage you to submit your application for a zoning certificate in advance of submitting your building permit to confirm zoning compliance. Planning staff will review your application and share the status within 15 business days of receiving a complete application.

Sometimes Required:

Application for Residential Curb-cutting or Driveway Widening: required only if you plan to widen your driveway or create a new one

Minor Variance: required only if your project does not comply with the zoning bylaw and it cannot be redesigned to comply

Heritage Permit: required if your property is individually designated or located in a Heritage Conservation District

Road Occupancy/Work Permit: required if you need to occupy or close any city road, sidewalk or boulevard during construction

Off-Site Works Agreement: required if you have new service connections or paving proposed within the municipal right-of-way

Tree Conservation Permit: required only if you plan to remove a tree from a property larger than 0.405 hectares or one acre

Overview of Permits

Your ADU project may require approvals or permits from other agencies and authorities. The most common are provided below for your convenience. Please contact them directly to learn more.

Region of Waterloo:

- regulates Source Water Protection Areas and Compliance with Clean Water Act
- issues Regional Road Access Permits if you need a new connection to a regional road

Grand River Conservation Authority (GRCA): may have requirements if your property contains regulated features such as floodplains, wetlands or steep slopes



IMPORTANT! Contact Ontario One Call to locate any underground lines or pipes prior to digging.

Step 5:

Build your ADU(s)



Schedule Inspections

After your building permit is issued along with other required permits, you can start construction. Visit [Residential Building Permits](#) to view Process Guides for different types ADUs. For duplexes, download our [guide to successful inspections](#) to learn more about this process and what the inspector will look for, as well as common questions and deficiencies found during inspections. For triplexes and fourplexes, please contact the Building Division to learn more.

Building Inspection:

You or your contractor must schedule regular inspections throughout the construction process. You can request a building inspection through the [Service Portal](#) or by calling (519) 741-2761.

Zoning Compliance Inspection:

You will also require a final zoning inspection once your project is complete to confirm that the final development complies with zoning. You can request the final zoning inspection by calling (519)-741-2426.



Take advantage of the optional pre-construction inspection! This is an opportunity to discuss details of your project with the building inspector before work begins.

More Information



Questions? Reach Out!

City staff are here to help! Contact us by phone, by email or in person at City Hall.

Phone: 519-741-2345

Email: use links below

In Person: City Hall, 200 King St W, Kitchener

- [Book an appointment](#) to plan your visit
- Drop-in during business hours Monday to Friday 8:30 am - 5:00 pm

Planning & Housing Policy Division: if you have some ideas for ADUs and have questions about the process, what's permitted on your lot, how to start, to apply for a zoning certificate, or about driveway widening

Building Division: questions about the building permit and how to apply, assigning a new address, or calculating development charges

Engineering Division: questions about sanitary and stormwater connections, and grading and drainage

Forestry (Parks and Cemeteries Division): information and guidance around street trees and trees on neighbouring public lands (like parks and trails)

Bylaw Enforcement Division: questions about how garbage must be stored, noise, parking restrictions or enforcement of city by-laws

Kitchener Utilities: installation of new water or gas service connections and utility meters

Other Agencies and Utility Providers:

Enova (local electric utility provider): questions about connections, technical requirements or metering

Canada Post: questions about mail delivery such as obtaining access to community mailboxes

Telecommunications (phone/internet): contact your preferred service provider directly with questions or to install connections to services in your area

Frequently Asked Questions

What zones permit an ADU?

Generally, zones that permit a single detached dwelling, semi-detached dwelling or street-fronting townhouse dwelling permit additional dwelling units, subject to meeting the regulations. This includes most low-rise residential zones and some low-rise and low-density mixed-use and strategic growth area zones. Please review the zoning of your property to confirm if your proposal will be permitted. In some cases, where the City is promoting greater densities, a multiple dwelling with 5 or more units is permitted even though a triplex or fourplex is not. You can find out the zoning of your property on the City's [Interactive Mapping](#) or if you need assistance, you can reach out to Planning staff at planning@kitchener.ca or call 519-741-2426. You can also come into City Hall to meet with Planning staff in person to discuss your project in more detail. [Book an appointment](#) if you are unsure, staff are available to help!

Does my ADU have to be a rental?

Rental is the most common tenure for ADUs. However, you may wish to explore options such as condominium, co-op housing or co-living.

Condominium Ownership:

Creating a condominium will let you sell each unit while also having shared common areas. Condominiums are regulated under the Condominium Act and the approvals are required under the Planning Act. Please contact a lawyer specializing in condominiums, and a land use planning consultant for assistance if you wish to explore condominium ownership. Learn more about [Plans of Condominium](#) and how to apply from the Planning Division.

Co-operative Housing:

Housing co-ops are different from private rental housing because the residents decide how the co-op is operated. Every member gets a vote in approving annual budgets, electing directors and setting policies on the co-op's overall direction. The information in this guide may apply to co-op housing with four or fewer dwelling units on a lot. To learn more about co-op housing please visit:

- [Cooperative Housing Federation of Canada](#)
- [CMHC: Co-operative Housing Guide](#)

Cohousing:

Cohousing combines the autonomy of compact self-contained private dwellings with the benefits of shared, spacious community amenities that typically include a large dining room, kitchen, recreation spaces, meeting rooms, children's play spaces, guest rooms, workshops and gardens. The information in this guide may apply to co-housing where there are four or fewer dwelling units on a lot. To learn more about Cohousing please visit: Cohousing.ca

Are there any resources available to help me learn how to be a landlord?

There are resources available online to help you learn about your rights and responsibilities as a landlord. Be sure to talk to your lawyer to learn more, and to ensure you fulfill your obligations.

Is my site eligible for curbside waste collection?

Waterloo Region provides curbside garbage, recycling and compost pick-up for dwellings with up to 6 units. The developer or owner must contact the Region by telephone at 519-575-4400 to request waste collection service. A site visit by Waste Management Division staff may be required prior to the start of waste collection services. Staff will determine the placement location of the waste collection bins if necessary. More information is available in the Region of Waterloo Waste Collection Guidelines.

The City's Property Standards By-law regulates how waste must be stored on your site. These details should be noted on your application for your Zoning Certificate. Any multi-residential units (triplex or larger) must ensure garbage, recycling and compost containers are stored in an enclosed structure such as a garage, shed or an enclosure with a lid or roof. Garbage structures must screen the garbage containers from the view of streets, sidewalks, multi-use trails, and neighbouring properties, and must be kept closed at all times except when the containers are being filled or emptied. Structures containing garbage containers shall be kept in good working order, free of odours, and without any visible deterioration.

Can I park more cars on my property than the minimum required?

You can provide more than the minimum number of parking spaces, however zoning regulations require a minimum size for parking spaces, restrict the number of driveways, driveway width, driveway or parking lot setbacks and maximum garage width, which will limit the number of parking spaces that can be provided on a site.

Generally, the maximum driveway width ranges between 40% to 50% of the width of a lot, to a maximum of 8 metres. Dwellings with 3 or 4 units are permitted to locate parking in the rear yard either on a driveway or in a small parking lot (subject to zoning rules for a parking lot such as fencing and setbacks).

A Driveway Widening and Curb Cutting Permit is required if you plan to widen your driveway. This application will consider the location of street trees, on-street parking spaces, and public infrastructure such as hydro-poles, hydrants and transformers. Please design your project to avoid impacts to trees and infrastructure in the right-of-way.

Can my tenants park on the street?

On-street parking is equally available to all members of the public for a maximum duration of up to 3 hours (or as posted), and is not intended to meet the long-term parking needs of residents. Please consider your and your tenants' parking needs before signing a lease agreement. Information about street parking can be found on the City's [Parking By-Laws](#) webpage.

Can I have a unit above my detached garage?

If your principal dwelling is greater than 9.1 metres high, a detached building containing an additional dwelling unit can be up to 6.0 metres high. This may allow a dwelling unit to be located above a garage. Please review the [zoning by-law](#) regulations for an ADU (detached) to review the applicable regulations for your property.

How many doors can I have for my triplex or fourplex?

Your principal dwelling is permitted to have two principal pedestrian entrances (front doors) facing each adjacent street. Additional entrances are permitted to face interior side lot lines and the rear yard. You are also permitted to have doors (such as sliding doors) providing access to a balcony which does not act as a principal entrance or to a door which is fully below grade. Please note that stairs leading to a basement entrance must be set back a minimum of 0.5 metres from a side lot line and cannot conflict with grading or a required walkway. Please contact Planning at planning@kitchener.ca or call 519-741-2426 if you require clarification or wish to review your proposal.

How do I find out what schools are in my neighbourhood?

Please contact the school boards to learn about how to enroll in local schools.

- [Waterloo Region District School Board](#)
- [Waterloo Catholic District School Board](#)
- [Conseil scolaire catholique MonAvenir/MonAvenir](#)
- [Conseil scolaire Viamonde/Viamonde School Board](#)

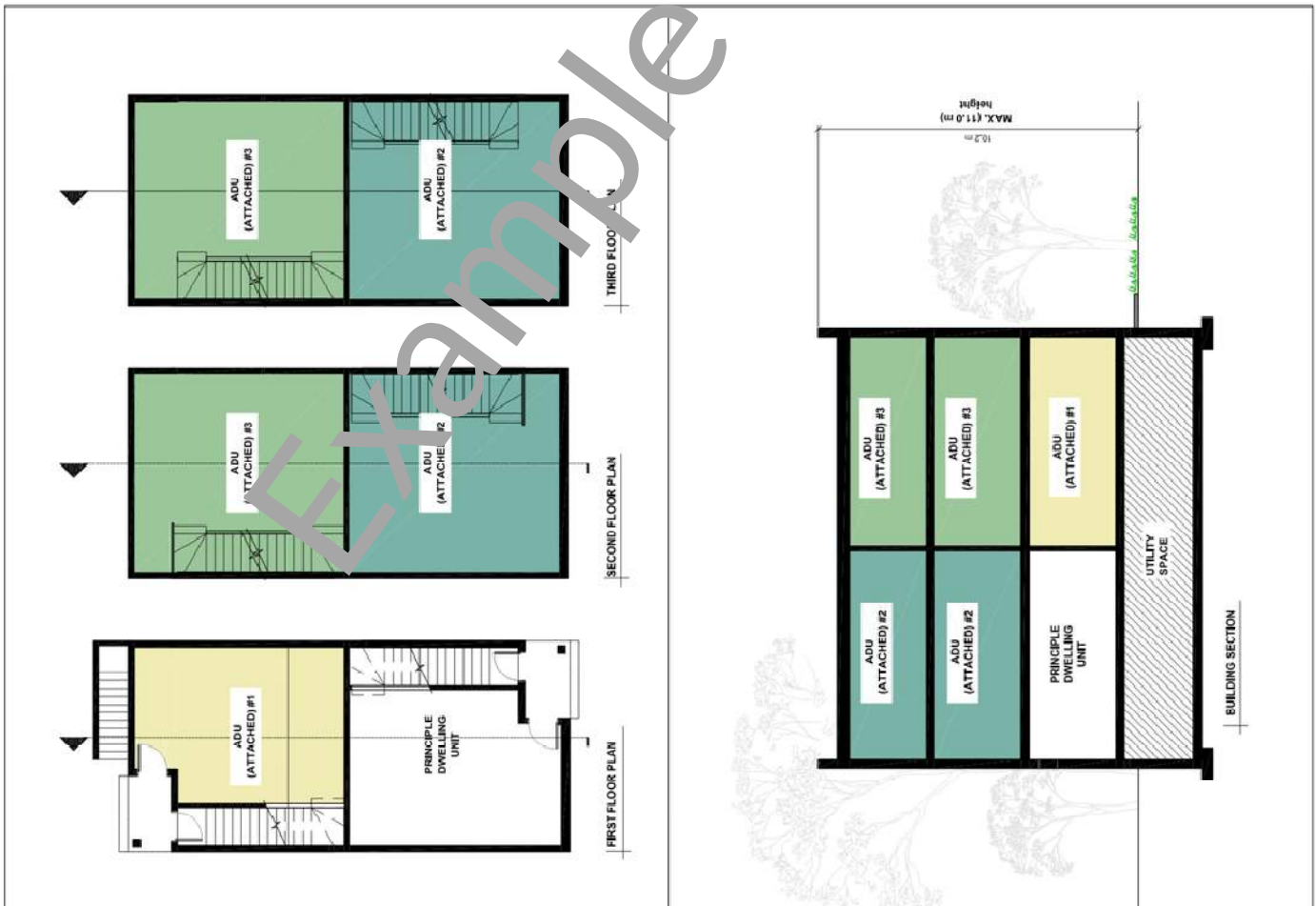
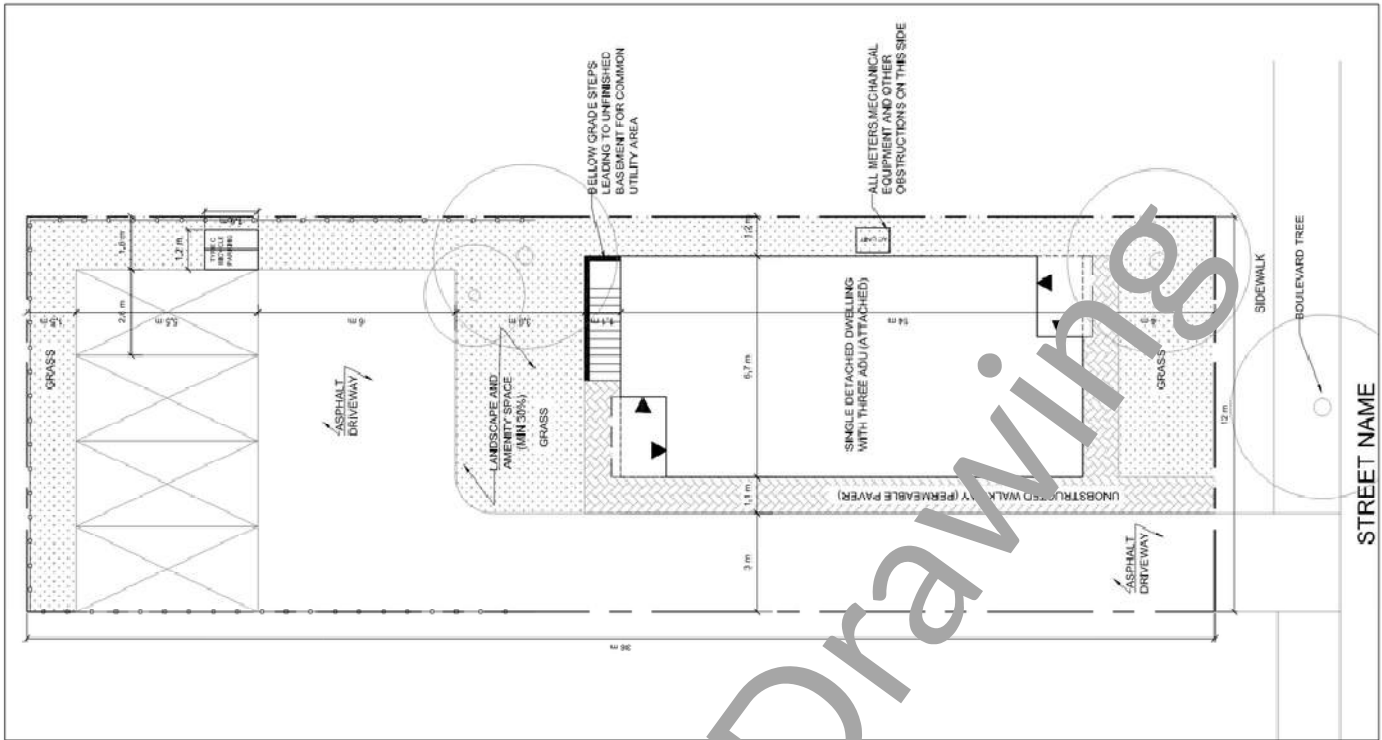
How is my ADU addressed?

If you have questions about how to address your ADUs please contact the City's Addressing Analyst (addressing@kitchener.ca) in the Building Division who will help assign any required street and unit numbers.

Detached ADUs will usually require a standard addressing sign in accordance with the City's Emergency Services Policy. This sign provides a consistent and easy way for emergency services staff to know how to access detached ADUs across the city. This sign can be ordered through the Addressing Analyst and must be installed and inspected prior to occupancy of the detached ADU. Please order your sign about a month in advance of targeted occupancy. If you have questions, please contact the Building Division.

Sample Architectural Plan B:

Single Detached Dwelling with 3 ADUs (attached)



Progress Checklist

Use this checklist to help you plan your additional dwelling unit project.

Getting Started

- Brainstorm and look for inspiration for your ADU
- Explore the CMHC Housing Catalogue designs
- Review your property survey (look for property lines, easements, encroachments, and understand existing building setbacks and dimensions)
- Review the zoning by-law
- Talk to city staff if you are unsure of how to get started

Plan Your Project

- Build your project team (hire a designer or architect, contractors, etc.)
- Develop a budget
- Prepare your plans
 - Lot Layout Plan and Elevation drawings (zoning compliance)
 - Construction (building permit) drawings

Approvals and Permits

- Apply for an Additional Dwelling Unit Grant to help pay development charges
- Apply for a Zoning (Occupancy) Certificate
- Apply for a Building Permit
- Confirm with city staff whether you require other permits from the City, Region of Waterloo, GRCA, etc.

Build your ADU

- Once you have your Building Permit issued by the Building Division construction may begin
- Communicate regularly with your contractors and tradespeople to stay on track and address issues early
- Order your addressing sign if one is required for your backyard home
- Schedule required inspections with a Building Inspector as your project progresses. When all work is complete occupancy can be granted

Next Steps

- Move in or rent your ADU!
- Finish landscaping, driveway paving or interior decorating that can be completed following occupancy
- Schedule a final zoning inspection to confirm compliance with the Zoning (Occupancy) Certificate and to receive your permit rebate

