

# Additional Residential Dwelling Unit (ARDU) Registration Form

## A. Property information

Property address, including unit number: \_\_\_\_\_

Complete the checkboxes below as applicable for the location of the proposed Accessory Residential Dwelling Unit (ARDU):

a) Proposed ARDU is located **within the main dwelling** (check only those that apply):

<input type="checkbox"/> one bedroom	<input type="checkbox"/> first floor
<input type="checkbox"/> two bedrooms	<input type="checkbox"/> second floor
<input type="checkbox"/> basement	<input type="checkbox"/> third floor

b) Proposed ARDU is located **within a separate detached building** on the same property as the main dwelling (check only those that apply):

<input type="checkbox"/> one bedroom	<input type="checkbox"/> exterior side yard
<input type="checkbox"/> two bedrooms	<input type="checkbox"/> rear yard
<input type="checkbox"/> side yard	

c) Is there a previously registered additional residential dwelling unit on the property?

Yes       No

## B. Owner information

Corporation or partnership (if applicable): \_\_\_\_\_

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Primary residence, including unit number: \_\_\_\_\_

Municipality: \_\_\_\_\_ Postal code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone number: \_\_\_\_\_

## C. Owner declaration

As the owner of the existing/proposed additional residential dwelling unit(s) at the above noted location, I hereby make this application to register the additional residential dwelling unit(s) with the City of Guelph as required under Sections 7. and 10. of City of Guelph By-law (2021)-20609, as amended.

Date: \_\_\_\_\_

Signature of owner: \_\_\_\_\_

**Collection of Personal Information**

Personal information is being collected and will be used for the purposes of verifying property ownership and to communicate with the owner.

Personal information, as defined by Section 2 of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA.

If you have questions about the collection, use or disclosure of this personal information please call 519-822-1260 extension 2349 or email [privacy@guelph.ca](mailto:privacy@guelph.ca).

Alternate formats of this document are available as per the Accessibility for Ontarians with Disabilities Act by contacting Building Services at 519-837-5615 or email [building@guelph.ca](mailto:building@guelph.ca).

**For use by Principal Authority**

Folder number: \_\_\_\_\_ Fee collected: \_\_\_\_\_

**Inter-office inspections and approvals**

**A. Zoning Services approvals**

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Pending approval: \_\_\_\_\_

**B. Building Services approvals**

Folder number: \_\_\_\_\_

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Not applicable

Electrical Safety report submitted - date of report: \_\_\_\_\_

Comments: \_\_\_\_\_

**C. Fire Department approvals**

Folder number: \_\_\_\_\_

Approved date: \_\_\_\_\_ Signature: \_\_\_\_\_

Not approved, reason: \_\_\_\_\_

Not applicable

Electrical Safety report submitted - date of report: \_\_\_\_\_

**Formal registration of additional residential dwelling unit**

Date: \_\_\_\_\_

Signature of Chief Building Official or designate: