

# Halton Hills Homeowner Checklist



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

## GETTING STARTED

- Consider the pros and cons of adding an ARU and determine your ARU type.
- 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.
  - Consult financial experts if required.

## DESIGN

- Understand all the requirements your ARU must meet. Detailed information is available in the ARU Registration Guide.
  - Contact the Halton Hills Planning & Development Department if you are unable to meet any municipal requirements.
- Research to find qualified professionals that can help you design and build your ARU.
  - Consider design principles and best practices (look at other ARU examples in the community to better understand appropriate designs).

## 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.

## BUILDING & APPROVALS

- Apply for a building permit:
  - 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](mailto:planning@haltonhills.ca)

[haltonhills.ca/ARU](https://haltonhills.ca/ARU)