

## **Residential Building Permits Accepted Through E-Portal**

The Town of Whitby Building Services Division is accepting the following Building Permit applications through its E-Portal:

### **ADU Detached:**

A self-contained dwelling unit located within an accessory building to a single-detached dwelling, semi-detached dwelling, or townhouse dwelling unit on the same lot. The additional dwelling unit shall consist of one or more rooms that are intended for residential occupancy and shall be accessory and secondary to the principal residential dwelling on the subject property.

### **ADU Principal:**

A self-contained dwelling unit located within a single-detached dwelling, semi-detached dwelling, link dwelling, street townhouse dwelling unit. The additional dwelling unit shall consist of one or more rooms that are intended for residential occupancy and shall be accessory and subordinate to the principal residential dwelling on the subject property.

### **Residential Duplex:**

Whole of a dwelling unit that is divided horizontally and/or vertically into two separate dwelling units each of which has an independent entrance directly from the outside or through a common area.

### **Residential Link:**

A group of no more than seven single-detached dwellings but not less than three single-detached dwelling units attached to each other, side by side, each of which dwelling unit:

- has a separate front and rear entrance or separate front and side entrance,
- is attached on one of both sides by either a common party wall above grade or a private garage or wall to another dwelling unit in the same row, or through the foundation, and
- contains a private garage within or contiguous to each unit.

### **Residential Semi-Detached:**

One of a pair of two attached single dwelling units with a common wall dividing the pair of family dwelling units vertically, each of which has an independent entrance directly from the outside.

### **Residential Single-Detached:**

A separate building containing only one dwelling unit.

### **Townhouse (infill):**

A building containing a minimum of three and a maximum of eight dwelling units, wherein each dwelling unit is separated from the adjacent dwelling unit by a common wall, and each dwelling unit has its own entrance from the outside, and a private garage, carport, or parking space.

### **Residential Decks:**

A building permit is required for residential decks that are more than 2 feet (0.6m) above the ground. Decks with an elevation of less than 2 feet (0.6m), do not need a building permit. All decks are required to comply with zoning regulations. Contact the Planning Department for further information by email to [planning@whitby.ca](mailto:planning@whitby.ca).

### **Finished Basement:**

If the finished basement is intended for use by the occupants of the house, a finished basement permit is required. However, if the basement is converted into a separate living space for rental purpose (such as a secondary dwelling), a permit for an Additional Dwelling Unit (ADU Principal) is required.

Please contact the Building Services Division by email at [building@whitby.ca](mailto:building@whitby.ca) for any inquiries or concerns.

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