



Additional Residential Units (ARUs) in Milton

Your Guide to Safe, Legal, and Compliant Housing



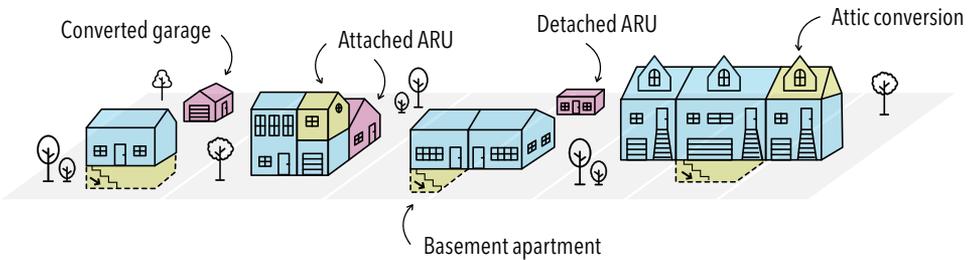
WHAT IS AN ARU?

An Additional Residential Unit (ARU) is a self-contained living space located on the same property as a primary home. It can be:

- Inside the main house
for example, a basement apartment
- In a detached structure
for example, a garden suite or coach house

ARUs are allowed in both urban and rural areas of Milton, provided they comply with zoning by-law requirements.

ARU examples



WHY REGISTER YOUR ARU?

All ARUs in Milton—new or existing—must be registered with the Town. Registration helps:



Improve safety and community planning for residents and first responders



Ensure compliance with zoning by-laws, the Fire Code, and Building Code



Support legal, affordable housing options



Enable faster emergency response

Registration Fee: \$340

HOW TO REGISTER YOUR ARU



Submit your application

Visit milton.ca/ARU to complete the Additional Residential Unit Registry application. If registering in person at Town Hall, please visit the Community Services Desk on the main level.



Pay the registration fee

A registration fee of \$340 per ARU will be required. Inspections will only be scheduled after payment is received.



Prepare for your inspection

A municipal law enforcement officer and a fire prevention officer will visit your property to inspect the ARU. They'll check that it meets:

- Zoning by-law requirements
 - Safety standards
 - The Fire Protection and Prevention Act
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Receive your compliance certificate

If your ARU passes all inspections, it will be registered. You'll receive a certificate of compliance by email. This certificate is valid for one year. To keep an ARU in good standing, homeowners must renew their compliance certificate online each year at no additional cost

WHAT TO EXPECT: INSPECTIONS



Building Permit Inspection

- Conducted by a **Building Inspector** to ensure compliance with the **Ontario Building Code**
- Conducted **during** construction phase
- Ensures the unit is safe and properly built before occupancy

Example:

Checks framing, plumbing, and other Ontario Building Code requirements before the unit can be occupied.

ARU Inspection

- | | |
|---|--|
| <ul style="list-style-type: none">• Conducted by a Municipal Law Enforcement Officer to ensure compliance with zoning rules and by-laws | <ul style="list-style-type: none">• Conducted by a Fire Prevention Officer to adhere to the Ontario Fire Code |
| <ul style="list-style-type: none">• Conducted after construction | <ul style="list-style-type: none">• Conducted after construction |
| <ul style="list-style-type: none">• Ensures the unit is compliant with zoning rules and by-laws | <ul style="list-style-type: none">• Confirms no unauthorized changes have been made• Ensures unit is safe and can be easily accessed in case of emergency |

Example:

Checks for zoning compliance and continued suitability of the unit for residential occupancy.

Example:

Confirms that smoke/CO alarms work, fire separations are maintained, and there are two escape routes from all sleeping areas.

COMMON QUESTIONS



Q: Do I need to register if my ARU is for family or not being rented?

Yes. All ARUs must be registered, regardless of who lives there. This ensures safety and emergency preparedness.

Q: What if my unit was built before the new ARU registration rules?

All ARUs must be registered with the Town and there are no “grandfathering” exemptions. The registry helps to ensure the units are safe, legal, compliant with zoning by-laws, and properly documented to support Fire and Rescue services in the event of an emergency.

Q: Is the registration fee charged every year?

No, the registration fee is not charged annually during the three-year pilot program. During the pilot, the registration fee is required when you first register your Additional Residential Unit (ARU). However, annual renewals of your ARU compliance certificate are free during the pilot.

Homeowners must renew their compliance certificate each year to keep their ARU in good standing. The Town will send reminders and step-by-step instructions before your certificate expires. This renewal process helps ensure continued safety and compliance.

At the end of the three-year pilot, the program will be reviewed, and registration and renewal processes may change.

Q: If I have already paid for a building permit fee, why do I need to pay a separate ARU registration fee?

The building permit fee covers inspections and reviews during construction to ensure compliance with the Ontario Building Code. The ARU registration fee, on the other hand, supports ongoing enforcement, public safety, and emergency response readiness after construction is complete.

Q: What happens if I don't register?

Unregistered units compromise the safety of everyone in the home as well as the community. These units may face enforcement actions and even potential insurance consequences. Enforcement could include Fire Code violations, fines, and even legal action.

Q: Will registering my ARU affect my property taxes? Why is there a separate registration fee if I already pay property taxes?

Property taxes are based on the assessed value of your property, as determined by the Municipal Property Assessment Corporation (MPAC). If you complete a renovation or add an ARU, it may increase your property's assessed value, which could affect your taxes.

Property taxes fund essential community services such as fire protection, roads, transit, and recreation facilities. This is separate from the ARU registration fee.

The \$340 ARU registration fee covers the administration of the program, inspections, and maintenance of the registry—it is not included in or duplicated by property taxes.

Q: I have already submitted drawings showing the layout of my home and had inspections as part of the building permit process. Why do I now need additional inspections?

The building permit inspection serves a different purpose from inspections carried out in the ARU registration process. The building permit process includes drawings for the purpose of construction. The Fire Prevention Officer focuses on verifying the use of the unit and ensuring it remains safe. The Municipal Law Enforcement Officer verifies that the unit is compliant with zoning by-laws.

Q: I have a legal basement apartment. Do I still need to register it?

The term “legal basement apartment” is not recognized by the Town. All additional residential units, including basement apartments, must be built according to the Building Code and registered with the Town, according to the Additional Residential Unit By-Law.



QUESTIONS?

Town of Milton staff are here to help you through the ARU process.

 milton.ca/ARU

 aru@milton.ca

