

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:

Accessory Structure:

An accessory structure is a secondary, non-habitable building on a property that supports the primary structure's function. It is typically smaller in size and used for storage or recreation (ex: gazebo, pool house).

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.

Attached Garage:

An attached garage is a garage that is physically connected to the main house, sharing at least one common wall. It may provide direct access to the home, often through an interior door.

Below Grade Entrance:

An entrance to a building located below the finished ground level beside it. Commonly used for an additional dwelling unit (ADU). These entrances must comply with the Ontario Building Code requirements for safety and drainage, including egress size, handrails, frost protection, and waterproofing.

Carport:

A roofed structure used for vehicle parking, typically open on one or more sides. Unlike a garage, a carport is not fully enclosed. It may be attached to a house or stand alone.

Deck:

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.

Detached Garage:

A detached garage is a standalone structure, separate from the main dwelling and is used for storing vehicles, tools or other belongings. It is built on the same property as a dwelling but is not physically connected to the main building.

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.

Live/Work Unit:

A dwelling unit having an area of no more than 200m² (~2,152.8 ft²) that contains a subsidiary business and personal services occupancy or a subsidiary low-hazard industrial occupancy, and which is used and operated by one or more persons of a single household. (Definition per Ontario Building Code)

Porch:

A roofed, open or partially enclosed platform attached to the exterior of a dwelling, usually located at the main entrance. It may be at grade or elevated and may include stairs, railings, and supports. Porches are often considered projections under the Ontario Building Code (OBC) generally and may affect setbacks and lot coverage.

Ramp:

A sloping surface that is used to join two different levels at an incline, it is intended for pedestrian or wheelchair access.

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.

Residential Townhouse:

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.

Please contact the Building Services Division by email at building@whitby.ca for any inquiries or concerns.

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