



WHITCHURCH-STOUFFVILLE BUILDING SERVICES GUIDE TO CONSTRUCTING A SECOND SUITE IN A DETACHED DWELLING

WHY DO I NEED A BUILDING PERMIT?

The *Ontario Building Code* stipulates that every person must obtain a Building Permit prior to commencing any construction or prior to making alterations to an existing house to accommodate a second suite. You may also need a Building Permit if the existing second suite was never authorized through a previously issued Building Permit or through the retrofit provisions under the *Ontario Fire Code*. Both codes set out the minimum requirements for the general welfare, health and safety of homeowners, occupants and the community. These codes have been developed through years of statistical information gathering and professional input on the best practices to prevent loss of life and injury to persons using buildings.

WHERE CAN I FIND REGULATORY INFORMATION?

You can download the following Bylaws and Codes by clicking on the hyperlinks (or copying and pasting the links onto your web browser);

Second Suites Registration Bylaw

<https://whitchurch.civicweb.net/Documents/DocumentList.aspx?ID=46894>

This recently authorized Bylaw applies to all proposed and existing second suites. Existing suites must be registered to maintain their legal status.

Comprehensive Zoning Bylaw

<https://whitchurch.civicweb.net/Documents/DocumentList.aspx?ID=41268>

In accordance with the Comprehensive Zoning Bylaw 2010-001-ZO, as amended, the following is a summary of requirements which must be met for all new or previously unrecognized existing suites;

- ✓ The original dwelling including the second suite must be wholly contained within a single detached dwelling.
- ✓ Any second suite shall have no less than 37 sq.m. (400 sq.ft.) in floor area.
- ✓ Only one principal entrance door is located in any main wall of a building (does not apply to existing doors).
- ✓ No principal entrance to a dwelling suite can be directly through a garage.
- ✓ Minimum of 3 outside parking spots are required (totally within the property) while still maintaining the minimum front and exterior side yard requirements.
- ✓ No home occupation or industry is allowed in conjunction with a secondary suite.

[Ontario] Building Code

(You may skip this part if you are hiring a designer)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_060350_e.htm

Although the *[Ontario] Building Code* allows homeowners to design their own buildings and alterations thereto, it is strongly recommended that you (as an owner) employ the services of

a certified designer (unless you are already extremely familiar with the technical requirements of the [Ontario] Building Code).

The [Ontario] Building Code is a regulation made under the *Building Code Act*. This Code is essentially a set of minimum technical provisions respecting the safety of new and altered buildings with reference to health, fire protection and structural sufficiency. It is not intended to be a textbook on building design, advice on which should be sought from professional sources.

The Codes' primary purpose is the promotion of safety measures through the application of appropriate uniform building standards. The provisions in this Code are intended to provide a minimum acceptable level of safety and building integrity.

[Ontario] Fire Code

(You may skip this part if your home or second suite was constructed after July 14th 1994)

http://www.e-laws.gov.on.ca/html/regs/english/elaws_regs_070213_e.htm

The [Ontario] Fire Code is a regulation made under the *Fire Protection and Prevention Act*. This Code is essentially a set of minimum provisions respecting the safety of existing buildings with regard to fire protection and fire prevention measures. The applicability of the [Ontario] Fire Code in context of second suite approvals relates specifically to those built on or prior to July 14th 1994. To apply under these provisions, you must provide to the Fire Department at least two corroborating pieces of evidence that supports your claim;

- ✓ A dated Building Department or Fire Department inspection report
- ✓ A sworn affidavit by the Owner or Tenant as to the construction date
- ✓ A dated lease/rental agreement or receipt
- ✓ A dated RCA tax filing or MPAC two unit assessment or Real Estate listing

HOW MUCH WILL THIS COST?

Fees and Charges Bylaw

<https://whitchurch.civicweb.net/Documents/DocumentList.aspx?ID=37742>

Town fees and charges will vary depending on the complexity and scale of the project. Most new second suite projects will incur costs from the Building Division or Fire Department and Clerk's Departments. Electrical Safety Authority (ESA) and Gas appliance/piping inspection costs will be charged independently of the Town and do not form part of our fee structure.

WHERE CAN I FIND CONTACT INFORMATION?

Directory	Purpose	Phone #	Ext
General Information	Customer Service	905-640-1900	-
Town Clerk's Licensing	Registration of Second Suite	905-640-1910	2225
Town Building Division	Building Permits & Inspection	905-640-1910	2249
Town Fire Department	Fire Prevention Inspection	905-640-9595	236
Electrical Safety Authority	Electrical Permit & Inspection	1-877-372-7233	

HOW DO I GET A BUILDING PERMIT?

Visit our website at http://www.townofws.com/town_servicesforms.asp, download and print the "Application for a Building Permit" along with any other applicable forms and fees, then submit the

completed forms to the Town municipal offices along with two legible sets of scaled drawings and supporting documentation.

The Town does not recommend you design your own plans unless you are an experienced building designer. All designers hired by the property owner, must be registered as a designer and have a Building Code Identification Number (BCIN) or be a licensed Architect or be a licensed Professional Engineer.

(You may skip this permit submission section if you are hiring a designer)

PLANS SUBMISSION

Two basic rules for plan submissions are: that drawings submitted with the permit application need to be detailed enough so that any competent person using them would be able to construct the proposed project from these plans, AND sufficient information is provided to determine if the proposed work will comply with the [Ontario] Building Code. The Town's Building Bylaw 2012-004-BU outlines the minimum acceptable submitted information.

Before you submit your application and plans for approval, it is recommended that you have a pre-consultation with a Town Building Division representative regarding the acceptability of your submission. All drawings must be submitted in duplicate, accurately drawn to scale, in ink or hard copy.

SITE PLAN

A Site Plan is an overhead view drawing showing the complete property layout and identifying all structures in relation to the property boundaries.

The minimum must include, but is not limited to:

- ✓ Scale, North arrow and adjacent street(s)
- ✓ Location of Lot lines and of existing and proposed driveway access(es)
- ✓ Location of existing and proposed minimum 3 exterior parking spots (5.5m x 2.75m)
- ✓ Location of existing and proposed buildings and additions
- ✓ Location of existing and proposed septic beds and well (if applicable)
- ✓ Location of existing and proposed building entrances

FLOOR PLANS

A Floor Plan is a view of the structure as seen from above, as if it is cut horizontally, just above the floor level. A floor plan layout is required for each floor level of the house, including basements. Every plan must indicate both existing uses and existing features (walls, doors & windows) as well as proposed uses and proposed features (walls, doors & windows). Each plan normally shows the framing information for the floor or roof above if the work involves structural changes.

The minimum must include, but is not limited to:

- ✓ Scale and orientation of building to north
- ✓ Existing and proposed uses for all areas
- ✓ Existing and proposed walls, doors and windows including dimensions
- ✓ Delineation and identification of each suite and common areas within the dwelling
- ✓ Proposed framing and structural modification information (where applicable)
- ✓ Proposed fire separations, ratings and fire alarm/detection systems
- ✓ Existing and proposed location, dimensions and direction of stairs, guards and hand-rails
- ✓ Existing and proposed plumbing fixtures and facilities (which must show, per dwelling, a kitchen sink, wash basin, bathtub or shower, toilet and a common or private laundry area)
- ✓ Existing and proposed heating and ventilation ducting and equipment

ELEVATIONS

Elevations are only needed where exterior modifications are proposed. Elevations show the exterior view of each face of the house. Each elevation is identified by the approximate compass direction (north, east, south, west) the exterior wall is facing and must include:

- ✓ Scale and elevation orientation
- ✓ Extent of new additions (where applicable)
- ✓ Existing and proposed exterior dimensions of walls, windows and doors
- ✓ Grade or ground level relative to every finished floor level
- ✓ Existing and proposed exterior stairs, railings (guards) and lighting

WALL, FLOOR, CEILING & ROOF (BUILDING) SECTIONS

Sections represent a vertical view of your house along an imaginary line that bi-sects a portion or entire length of the house and illustrates construction components. The extent of the sections should correspond with the sectional arrows shown on the floor plans. Sections should indicate the following:

- ✓ Scale and cross-reference to the floor plan
- ✓ Footings and foundations (where applicable), walls, floors, ceilings and the roof
- ✓ Distance from each floor to ceiling in relation to exterior grade
- ✓ Framing and structural information (where applicable)
- ✓ Fire separations and designs to achieve the required rating
- ✓ Sound Transmission Class (STC) rated designs between suites

DETAILS & NOTES

Details are enlarged areas of a section or plan that cannot be easily understood without the benefit of increasing the scale for legibility purposes. Notes are written explanations of various components of the project and may include detailed reports completed by others.

- ✓ General information on how Building Code compliance is to be achieved
- ✓ Materials and finishes to be used (interior flame spread rating maximum of 150)
- ✓ Septic evaluation report if property is on private sewage system (where applicable)
- ✓ Resistance to forced entry and entry door viewers or widows
- ✓ Date of the original building construction and dates of any other alterations

MECHANICAL

Separate mechanical drawings are only needed if you are proposing an addition to your home. If your proposed addition is less than 15 % of the size of your house, heat loss calculations are not needed; however a heating layout and design is required.

WHAT KEY ITEMS ARE APPLICABLE TO MOST SECOND SUITE DESIGNS?

- ✓ Interconnected hardwired combination smoke/monoxide alarms (additional battery backup is optional) on each floor level and adjacent to bedrooms.
- ✓ In-duct smoke detection device with automatic furnace fan shut-down where the furnace serves both suites (applies to most homes with a forced-air heating system).
- ✓ Copy of an existing survey depicting the 3 required exterior parking spaces on the plan.
- ✓ If bedroom floor does not have direct access to the exterior ground level, a second means of escape must be provided through a window.
- ✓ Fire and sound separation between suites and common areas.
- ✓ Railings, guards (non-climbable) and new stair details.
- ✓ Natural and electric lighting, exterior door dead-bolt locks and exterior door viewers.

HOW LONG WILL IT TAKE TO GET A BUILDING PERMIT?

Assuming all the necessary information is provided, and the forms are properly completed, and all fees due are paid with the Building Permit Application, and no [Ontario] Building Code or Zoning Bylaw violations exist, then the Building Permit will be available within 15 business days. Permits cannot be issued until all the above matters have been met.

WHEN CAN I START CONSTRUCTION?

You must first obtain an approved Building Permit. After the Building Permit is issued, the permit card must be posted in a conspicuous place on your property prior to commencing work.

Review your approved permit drawings before you start work. Always have the approved permit drawings available on the project site for construction and inspection purposes. You can commence construction any time after posting the Permit Card. Your Building Permit will remain valid for a minimum of one year.

WHEN DO I CALL FOR AN INSPECTION?

Building and Plumbing Inspections may require two business days notice and Septic Inspections may require five days notice. The time period does not include the day of notification. These inspections must be arranged by calling the Town's Building Division at either **905-640-1910** or **1-855-642-8697**, ext. **2249** prior to concealing any work.

Construction of a second suite that is only an alteration to an existing building (which does not include an addition, structural changes or septic modifications) normally only require three inspections:

- ✓ Above & Below ground plumbing inspections may be combined (Plumbing Inspector)
- ✓ Non-structural framing, ductwork and insulation inspections may be combined (Building Inspector)
- ✓ A final plumbing and a final building inspection may be combined (Building Inspector)

Electrical Inspections are the responsibility of the Electrical Safety Authority which you can contact directly at **1-877-372-7233**

Gas Inspections of appliances and piping installations are completed by an independent Licensed Gas Fitters/Contractors concurrently with the installation. You may find an independent Licensed Gas Fitter/Contractor in your local yellow pages directory or online. Concerns with your gas appliances and piping installations are the responsibility of **Enbridge Gas Services** at **1-877-362-7434**.

MAY I RENT OUT MY SECOND SUITE AFTER A SUCCESSFUL FINAL BUILDING INSPECTION?

No. You must first apply to the Clerk's Department **905-640-1910** or **1-855-642-8697**, ext. **2225** to register your successfully completed second suite. Once you have received a valid registration number you may rent out your additional suite in accordance with the "*Residential Tenancies Act*".