



Secondary Dwelling Units

Building Permit Information Guide

Revised January 2024

Building Division
18 Manitou Crescent West
Amherstview, ON

Mail To:
P.O. Box 70
263 Main St.
Odessa, ON K0H 2H0

613-386-7351 | www.loyalist.ca

Office Hours

September through April
Mon – Fri 8:30 am – 4:30 pm

May through August
Mon – Thu 8:15 am -4:30 pm
Fri 8:15 am – 12:15 pm

Building Permit Information Guide for Secondary Dwelling Units

Introduction

This guide has been developed to assist homeowners in obtaining a building permit to allow the development of a secondary dwelling unit. The guide should not be relied on in place of professional expertise. If you are unfamiliar with building construction procedures the assistance of a qualified designer can save time and money. A number of processes must be completed before starting the construction of a secondary unit. A building permit is required in all circumstances.

How to Apply

- Conveniently apply online. The Township's new web portal is now online. Apply for permits, check the status of applications and inspections, and estimate permit fees - all from the comfort of home. - www.cityviewcanada.harriscomputer.com/loyalistportal
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

Required Information

Please see the next page for a comprehensive list of required items. Providing a complete application submission allows for timely reviews and approvals.

What's Next?

Complete applications will be reviewed within 10 business days. A building inspector will contact the applicant once the review is complete. A correction notice will be issued if any deficiencies are noted. Permit fees are payable upon application approval.

If an application is deemed incomplete, applicants will be notified via email. The application will be placed on hold until all outstanding items are received. Applications that remain inactive for 90 days may be cancelled.

Payments and Permit Fees

Fees are payable by cheque or debit at our office which is located at 18 Manitou Cr. W., Amherstview. Credit card and online payments are not accepted.

A \$100 non-refundable deposit is collected when the permit is applied for. All other fees will be calculated during the review process and collected upon application approval.

- Building permit fee - \$18.24 per \$1,000 of construction value
- Construction value is calculated at a rate of \$145 per square foot
- Plumbing fixtures - \$10 per fixture
- Water meter (if requested) \$475 plus \$35 connection fee
- Entrance Permit - \$50 inspection fee + \$100 application fee + \$2,500 refundable damage deposit

Inspections

Inspections are conducted at various stages of construction including framing, mechanical and plumbing rough-ins, prior to drywall and final/occupancy.

Questions

If you have any questions about the permit application process, please don't hesitate to contact Ashley MacPherson, Development Analyst, at 613-386-7351, ext. 128, or amacpherson@loyalist.ca.

Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email info@loyalist.ca.

Zoning By-law Requirements

To view the Zoning By-law in its entirety please visit our website www.loyalist.ca.

Permitted Locations

Secondary dwelling units are generally permitted on residentially zoned properties in the urban settlement area, where water and sewer services are available. A maximum of three units are permitted. All three units may be located within the dwelling, or two units within the dwelling and one unit within an accessory structure.

Parking Spaces

Parking spaces are required under the Zoning By-law in accordance with the following provisions:

Unit	Number of Required Spaces
Primary	2 spaces
Secondary	1 space for each additional unit

Each parking space shall have a minimum area of 18 square metres and being not less than 3 metres in width and not less than 6 metres in length.

Unit Access

Access to the secondary unit must be from the side or rear of the dwelling, or by shared use of the front entrance.

Driveway Widening and Entrance Permits

An entrance permit is required to widen the driveway. Widening the driveway includes the addition of an adjacent walkway. An entrance permit application form is included with this guide.

- Maximum driveway width – 7.5 metres
- Minimum setback to side lot line – 1.2 metres

Building Code Requirements

This information is sourced from the Ontario Building Code 2012. This data is for informational purposes only. Where a discrepancy occurs between this data and the Building Code, the Building Code shall be deemed as correct.

Minimum Room Size Requirements

Building Code Requirement	Minimum Room Size
Living Room	13.5m ² (145 sq. ft.)
Living Room combined with a kitchen and a dining area (intended for not more than 2 persons)	11.0m ² (118 sq. ft.)
Dining Room	7.0m ² (75 sq. ft.)
Dining Room if combined with other spaces	3.25m ² (35 sq. ft.)
Kitchen Area	4.2m ² (45 sq. ft.)
Master Bedroom	9.8m ² (105 sq. ft.)
Bedroom	7.0m ² (75 sq. ft.)
Bathroom	Sufficient space to accommodate a toilet, sink, and bathtub or shower stall.

Minimum Required Ceiling Height

Building Code Requirement	Houses Less than 5 years old	Houses greater than 5 years old
Living Room	2.3m (7'-7") over at least 75% of the required floor area with a clear height of 2.1m (6'-11") at any point	Minimum 1950 mm (6'-5") over the required floor area or minimum room height not less than 2030 mm (6'-8") over at least 50% of the required floor area provided that any part of the floor having a clear height of less than 1400 mm shall not be considered in computing the floor area.
Living Room combined with a kitchen and a dining area		
Dining Room		
Dining Room if combined with other spaces		
Kitchen Area		
Master Bedroom		
Bedroom		

Minimum Window Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Living Room	10% of area served	5% of area served
Dining Room	10% of area served	5% of area served
Kitchen Area	No window required	No window required
Master Bedroom	5% of area served	5% of area served
Bedroom *Also see egress requirements	5% of area served	5% of area served

Smoke Alarms and Fire Protection

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Smoke Alarms/Carbon Monoxide Alarms	<ul style="list-style-type: none"> -Interconnected smoke alarms are required. -At least one smoke alarm per storey. -Storeys containing bedrooms: 1 in each sleeping area and in a location between the sleeping rooms and the remainder of the storey. -If rooms served by a hallway, a smoke alarm shall be in the hallway. -A permanent electrical connection and battery backup are required. -Visual signalling component required. -Carbon monoxide alarms are required adjacent to each sleeping area. -Carbon monoxide alarms must be permanently connected to an electrical circuit. -Must be interconnected with other carbon monoxide alarms within the suite. 	<ul style="list-style-type: none"> -Independent battery-operated alarms required.
Fire Protection	<ul style="list-style-type: none"> -45 minute horizontal and vertical fire separation is required between units including supporting construction. -Dampers and fire stopping required. -20 minute fire rated doors between the units with closers. -Central vacuum systems cannot serve more than one suite. 	<ul style="list-style-type: none"> -30 minute horizontal and vertical separation required between units. -1hr fire separation horizontal and vertical required around furnace room serving both units -Dampers and fire stopping not required. -20 minute fire rated doors required between units with closers. -Central vacuum systems cannot serve more than one suite.
Sound attenuation	<ul style="list-style-type: none"> -Sound attenuation required between units. Minimum STC rating of 50 Required 	<ul style="list-style-type: none"> Sound attenuation required between units. Minimum STC rating of 50 Required

Heating System Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Heating System	Principal and second residential unit require separate heating systems.	Existing system may serve both units; a smoke detector must be installed in the supply and return air duct which would turn off the fuel supply and electrical power to the heating system when triggered.

Egress Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Safe Building Egress Division B – Part 9 9.9.10.1	<p>Unless a door at the same floor level provides access directly to the exterior, there must be a minimum of one window for egress that meets the following criteria:</p> <ul style="list-style-type: none"> -openable from the inside without tools -provides an individual, unobstructed open portion having a minimum area of 0.35m² (3.8 ft.²) -no dimension less than 380mm (15") -does not require additional support to keep it open 	Existing window sizes are acceptable if there is direct access to the exterior by means of a door.

Building Permit Application Checklist for Secondary Dwelling Units

Items required for a complete building permit application submission:

- Building permit application
- Schedule 1: Designer Information form
- \$100 Deposit (payable by cheque or debit at 18 Manitou Cr. W., Amherstview)
- Copy of Deed/Land Transfer (copies may be obtained online at www.onland.ca)
- Agent Authorization form (required if the property owner is not submitting the application)
- Copy of Survey
- Drawings shall be able to fully demonstrate the intention of construction. The drawings shall be fully dimensioned and to scale (min 1/8" = 1') upon substantial material and electronic format (PDF), and shall include but not limited to:
 - Floor plan of existing dwelling
 - Floor plan of proposed unit including dimensions, room uses, location of plumbing fixtures, electrical layout, door sizes, and window sizes
 - Location of entrance for secondary unit
 - Ceiling heights
 - Location of smoke alarms and carbon monoxide detectors
 - Details of fire separation between units
 - Location of fire-rated doors, where required
 - Location and dimensions of egress windows, where required
 - All drawings to include title block which shall include the date, designer's name, location of construction and scale of drawings
- Heat loss calculations and duct design prepared by a qualified designer
- Plot plan indicating the following:
 - Civic address
 - Lot dimensions and lot area
 - Location of existing structures
 - Location and dimensions of parking spaces
 - Total width of driveway and setbacks to side lot lines
 - Location of entrance to secondary unit including any existing or proposed walkways
 - Location of proposed structures including dimensions and setbacks to all lot lines
- Entrance permit from Loyalist Township if driveway widening will occur



Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

NOTE: A copy of the deed to your property is required prior to permit issuance.

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or	Authorized agent of owner	
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		
D. Owner (if different from applicant)				
Last name		First name	Corporation or partnership	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number ()	Fax ()	Cell number ()		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ()		Fax ()	Cell number ()	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number ()	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p style="padding-left: 40px;">Individual BCIN: _____</p> <p style="padding-left: 40px;">Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p style="padding-left: 40px;">Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. <p style="margin-top: 20px;"> </p> <p style="margin-top: 5px;"> Date Signature of Designer </p>			

NOTE:

1. For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

If an agent is representing the owner(s), they must complete the following:

I, (we) _____ being the registered owner(s) of the property.

Hereby authorize _____ to prepare, submit and obtain a building permit, on my behalf, for the project at _____.

Please check appropriate box:

Construct Install Alter/ Repair Renovate

Describe work:

Print Name of Owner

Print Name of Agent

Signature of Owner

Signature of Agent

Date



ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: _____	DATE: _____
CURRENT ADDRESS: _____ _____	PHONE: _____
APPLICATION ADDRESS: _____ _____	BLDG. PERMIT #: _____
	R-PLAN #: _____
	LOT #: _____
	CONCESSION #: _____

ENTRANCE APPLICATION / DAMAGE DEPOSIT : *(Check appropriate selection)*

- New Entrance Permit (for building permit)
- Culvert Repair/Replacement
- Entrance Widening
- Access for Pool Installation
- Building construction in excess of \$10,000
- Paving Resurfacing

****For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location****

APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

All applications: must include a **\$50.00** inspection fee (non-refundable)

New Driveway/Entrance Permit: \$100 application fee (non-refundable)

On approval of application: **\$2,500**. Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

Culvert Installation Cost: **\$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre (Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature _____ **Date** _____

TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

		Entrance Permit Approved By: _____
Inspection Fee**	\$ 50.00	
New Entrance Application	\$ 100.00	Culvert Required: <u> L </u> <u> </u> Dia.
Culvert Fee **	\$.	
Damage Deposit ***	\$.	Date of Inspection: _____
Total Fee	\$.	

Application & culvert fee (1-4-310-0148) *Damage deposit: (1-2-023-9711)

If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

DAMAGE DEPOSIT

PRE-CONSTRUCTION INSPECTION:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: _____

Date of Inspection: _____

Comments: _____

Damage Deposit Required: Y: N: Date of Deposit _____ Amount \$ _____

Signature

Date

POST-CONSTRUCTION INSPECTION:

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit & Damage Deposit Applications

Inspection By: _____

Date of Final Inspection _____

Comments: _____

DAMAGE DEPOSIT RELEASE:

Amount \$ _____ Release from 1.2.021.9711

Comments: _____

Signature of Inspector

Date

Signature of Supervisor

Date

Signature of Manager

Date

Signature of Deputy
Treasurer

Date

Copy to GL Clerk

ADDITIONAL DETAILS: