

Accessory Apartments: Guide for Building Permit Applications

These are general guidelines only; more information may be required on a case by case basis

Required documents for building permit application:

- Fully completed application form, **including all required schedules**
- Energy Efficiency Design Summary form (SB-12)
- Comprehensive site plan
- ***2 sets** of construction drawings produced to a recognizable standard scale, of which **1 set** of drawings is required to be an **electronic copy** of drawings (PDF only)
- Owner Authorization form, if applicant is not the property owner
- Septic System Evaluation Form OR separate building permit application for septic system

* If hand drawn, plans cannot be submitted on paper greater than 11"x17"

Site Plan Requirements

A comprehensive site plan or copy of the property survey showing:

- a. Dimensions of property
- b. Proposed location of new construction
- c. Location of well and septic system, if applicable
- d. Location and dimensions of available parking area (an additional 3m x 6m parking spot is required for each accessory unit)
- e. Distance from proposed structure to property lines, septic system, well
- f. Hydro Lines – location, height or depth of overhead and underground lines

Construction Drawings showing:

- i. Existing structure and room labels (for both existing and proposed)
- ii. Footing and foundation
- iii. Floor, wall, and roof construction (truss layout)
- iv. Direction of joists and trusses
- v. Beam sizes & spans
- vi. Windows: glass area of each window and size of opening when the window is in the open position (also include lintel sizing and LVL specifications)
- vii. Window wells, if applicable
- viii. Location and size of all doors (interior and exterior; include lintel sizing and LVL specifications)
- ix. Type and thickness of wall and ceiling finishes in all rooms
- x. Location of heating and air return outlets in each room
- xi. Location of stairs
- xii. Any part of the basement to be retained with the new dwelling unit

- xiii. Location of all plumbing fixtures
- xiv. Verification of access to laundry facilities
- xv. Location of all smoke alarms and carbon monoxide detectors
- xvi. Connections from proposed structure to existing
- xvii. Insulation values

Elevation views (front and side)

- i. Height of structure
- ii. Locate grade to finish cladding
- iii. Exterior materials (siding, roofing)

Sections

- i. Cross Section
- ii. Wall sections
- iii. Provide clarification on any items that are not typical

Fire Separations

A 45 minute fire separation is required to separate single storey suites, AND a 1 hour fire separation is required to separate suites which have more than one storey (including basement). Below is a list of possible locations:

- i. Floor assembly between suites and exits
- ii. Walls separating suites including common spaces and exits
- iii. Any other ceiling or separation between suites and exits
- iv. A 20 minute fire protection rating is required for doors and door frames which are located in a wall which requires a Fire Separation of 45 minutes or less AND 45 minute doors are required in walls which require a 1 hour Fire Separations.

Furnace Rooms

Furnace rooms are required to have sprinklers when a continuous fire separation cannot be achieved. Note: Provided the house is over 5 years old, the fire separation ratings for floor assemblies between suites can be reduced to 15 minutes where the existing ceiling of the floor assembly is finished with drywall and the smoke alarms are interconnected and hardwired. The fire separation ratings for wall assemblies separating suites can be reduced to 30 minutes where the walls are existing; 20 minute doors and frames still apply. If a furnace is being shared between two units, a "duct/smoke detector" that prevents the circulation of smoke should be installed.

Sound Transmission

Assemblies between suites require a minimum sound transmission classification rating of 50, except where the existing wall assemblies or the ceiling of the floor assemblies are already finished with drywall.

Natural Light Requirements

The following are minimum window areas based on the floor area of rooms. Note: these values can be reduced by 50% for houses over 5 years old. For example, 5% of area served becomes 2.5% of area served.

Township of Guelph Eramosa

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Phone: (519) 856-9596 • Fax: (519) 856-2240

Washrooms: windows not required

Kitchen: windows not required

Living and dining rooms: 10% of area served

Bedrooms and other finished rooms: 5% of area served

Building permit fees

Please see Schedule "A" of By-Law 13/2018 for applicable building permit fees. These fees cover all plans review, building permit, and resulting inspections. Note: All fees and charges listed herein are payable upon collection of the Building Permit.

Where to apply for a building permit?

Bring your complete building permit application to the Guelph-Eramosa Township office located at 8348 Wellington Road 124, Monday – Friday, 8.30am – 4.30pm.

Response Time

Once a **complete** building permit application is submitted, the permit will be reviewed within 10 business days.

Questions?

Contact the Building Department for assistance:

Phone: 519.856.9596 X 114 Email: building@get.on.ca

Zoning

All structures must meet the requirements for the zone in which it is located, inclusive of any requirements of the applicable zoning by-law and any amendments thereto. If you are unsure of the zoning on your property, please call the Planning Department 519.856.9596 X 112

ESA Inspections

A General Inspection Report issued by the Electrical Safety Authority will be required at the end of the project for both new and existing accessory apartments. This report is in addition to any other electrical permits may be required. Call ESA for more information 1.877.372.7233

Grand River Conservation Authority

Is your property under the GRCA's regulated area? Property owners are encouraged to check their property at www.grandriver.ca before applying for a building permit; additional permission from the GRCA may be required for you proposed construction.

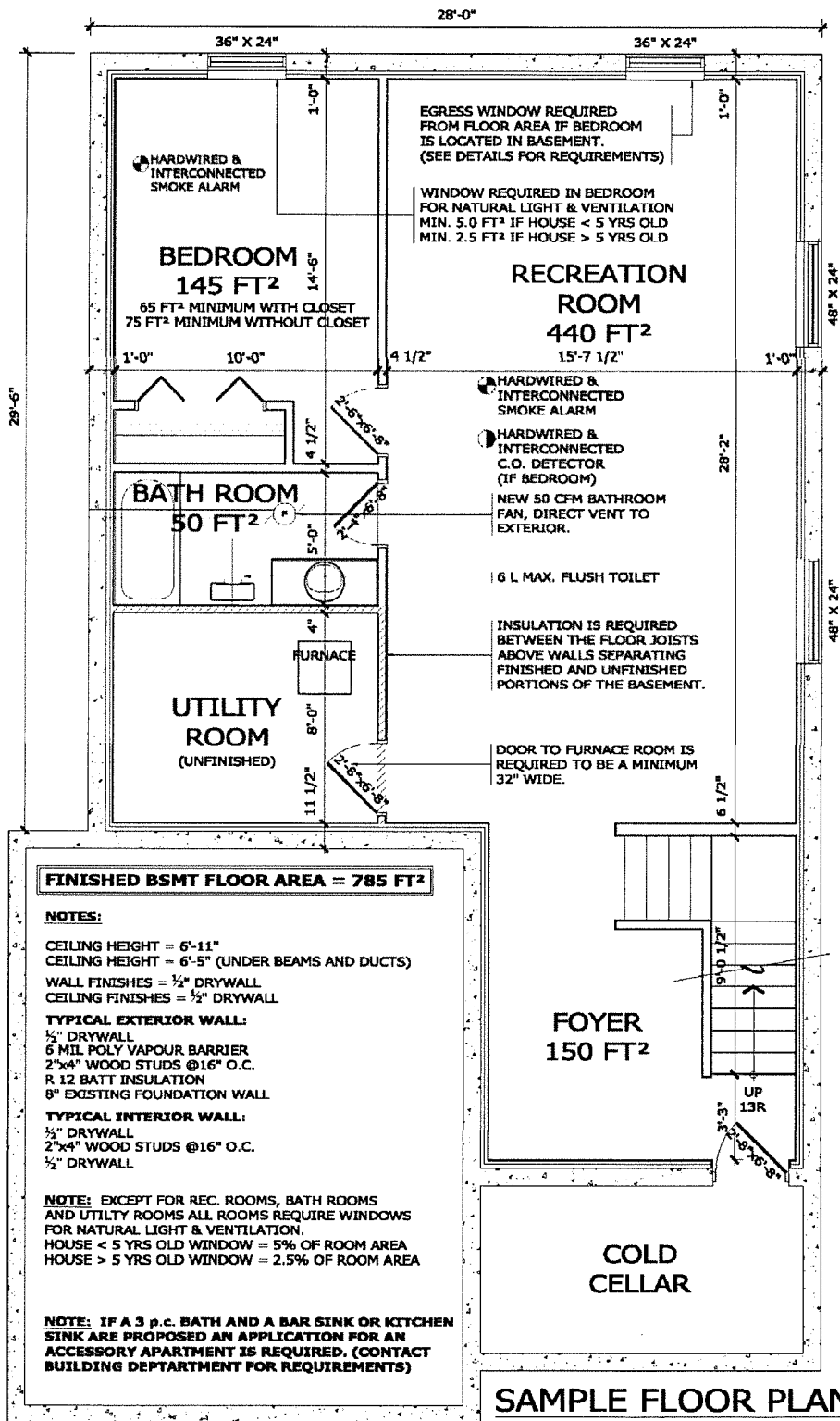
CALL BEFORE YOU DIG – IT'S THE LAW!

Planting a tree, building a deck or a fence? Contact ON1Call first to get a locate so you can dig safely. Remember, you are liable for any damage or injury caused by interfering with buried infrastructure. Request your free locate online or call 1-800-400-2255, open 24 hours a day, 7 days a week!

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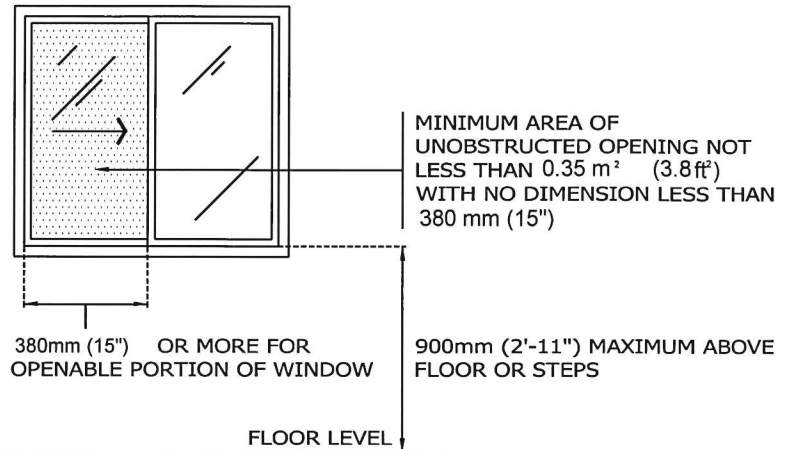
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SAMPLE FLOOR PLAN

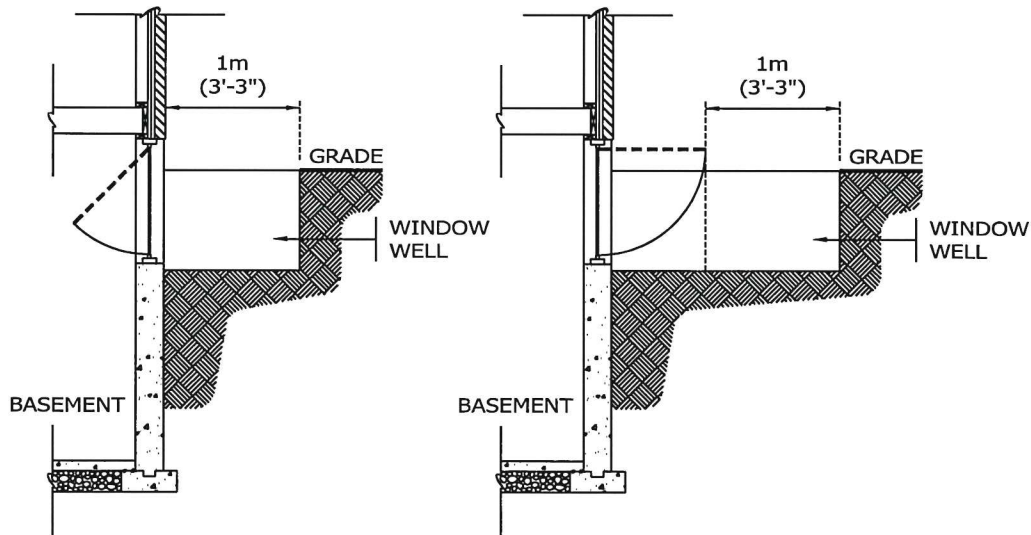
3/16" = 1'-0"

EGRESS WINDOW DETAILS FOR BEDROOMS



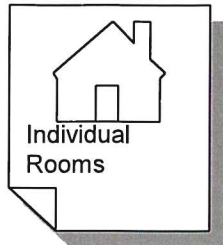
- NOTES:**
- SILL HEIGHT SHALL BE NOT MORE THAN 1.0m (3'-3" ABOVE OR BELOW ADJACENT GROUND LEVEL, EXCEPT FOR BASEMENT AREAS)
 - SHALL BE A SINGLE MOTION WINDOW. (ie: CASEMENT TYPE)
 - SHALL BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS OR SPECIAL KNOWLEDGE.

WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE



WINDOW WELL FOR WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE

Space Dimensions 9.5 O.B.C. Individual Rooms (not in combination)



Living Room 145 ft ² Glass Area: 14.5 ft ² (Houses older than 5 years - 7.25 ft ²)	Kitchen 45 ft ² - more than 1 Bedroom 40 ft ² - only 1 Bedroom Glass Area: not required
Dining Room 75 ft ² Glass Area: 7.5 ft ² (Houses older than 5 years- 3.75 ft ²)	Master Bedroom 95 ft ² with closet 105 ft ² without closet Glass Area: 5 ft ² (Houses older than 5 years- 2.5 ft ²)
	Second Bedroom 65 ft ² with closet 75 ft ² without closet Glass Area: 3.75 ft ² (Houses older than 5 years -1.9 ft ²)

Combination Rooms (Open Concept)

More Than

1 Bedroom

Living 145 ft ²	
Dining 35 ft ²	Kitchen 45 ft ²

$$L + D + K = 225 \text{ ft}^2$$

$$\text{Living} + \text{Dining} = 180 \text{ ft}^2$$

$$\text{Glass Area Required} = 18 \text{ ft}^2$$

(Houses older than 5 years-9 ft²)

1 Bedroom

Living 118 ft ²	
Dining 35 ft ²	Kitchen 40 ft ²

$$L + D + K = 193 \text{ ft}^2$$

$$\text{Living} + \text{Dining} = 153 \text{ ft}^2$$

$$\text{Glass Area Required} = 15 \text{ ft}^2$$

(Houses older than 5 years-7.5 ft²)

Bachelor Apartment

Bedroom, Kitchen,
Living & Dining

145 ft² minimum

Plus Bathroom

$$\text{Glass Area Required} = 14.5 \text{ ft}^2$$

(Houses older than 5 years = 7.25 ft²)

The minimum room sizes shall be taken as the floor area measured to the inside of the interior walls.

Ceiling Heights: 6'-11" (6'-5" permitted under ducts and beams.)

Houses older than 5 years: 6'-5" – over entire floor area

5.12.1 –Zoning By-Law: The Accessory apartment shall not exceed 45% of the total floor area and shall not exceed 115m² measured to the outside of exterior walls whichever is LESSER.

Maximum 2 bedrooms permitted.

* A General Inspection Report issued by the Electrical Safety Authority will be required for both new and existing apartments. This report is in addition to other electrical permits which may be required for the creation of the accessory apartment.*

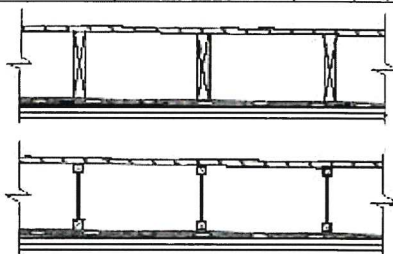
This handout is intended for information purposes only and does not necessarily include all required information. Refer to the Ontario Building Code for complete regulations.

Duplex - Fire Separation Assemblies

(FOR COMPLETE DETAILS REFER TO ONTARIO BUILDING CODE, SB-3)

Floor / Ceiling Construction

(New finished floors / ceilings separating dwelling units and common areas)

Notes: (1) Floor assembly shown separating dwelling units and common areas					
Assembly Number	Description	Fire-Resistance Rating ⁽⁴⁾⁽⁵⁾⁽⁶⁾⁽⁷⁾	Typical Sound Transmission Class ⁽⁴⁾⁽⁵⁾⁽⁸⁾⁽⁹⁾ (STC)	Typical Impact Insulation Class ⁽⁴⁾⁽⁸⁾⁽¹⁰⁾ (IIC)	
F9 c, d, g, h (11)(15)	<ul style="list-style-type: none">• subfloor of 15.5mm (5/8") plywood, OSB or waferboard, or 17mm(11/16") tongue and groove lumber• on 38x148mm (2"x8") or 38x241mm (2"x10") wood joists or i-joists spaced not more than 610mm (24") o.c.• with absorptive material in cavity• resilient metal channels spaced 406mm (16") or 610mm (24") o.c.• 2 layers of 15.9mm (5/8") Type X or 12.7mm (1/2") Type X gypsum board gypsum board or on ceiling side				
		1 h	54 - 55	47 - 49	

Notes: (Floor / Ceiling Construction Table)

(4) Sound absorptive material includes

- i. fibre processed from rock, slag, or glass, and
- ii. loose-fill or spray applied cellulose fibre.

To obtain the listed sound transmission class values, the nominal insulation thickness is 150mm (6") from rock, slag, or glass fibers or loose-fill cellulose fibre, and 90mm (4") for spray-applied cellulose fibre, unless otherwise specified. Absorptive material will affect the sound transmission class by approximately adding or subtracting 1 per 50mm (2") change of thickness. However, no additional sound transmission class value is achieved by adding a greater thickness of insulation than the depth of the assembly.

(5) The fire and sound transmission class values are based on the spacing of ceiling supports as noted. [See also Table Note (9)]. A narrower spacing will be detrimental to the sound transmission class rating but not to the fire-resistance rating.

(6) To obtain the listed rating, the type and spacing of fasteners are as described in and installed in accordance with Subsection 9.29.5. of Division B or CSA A82.31-M:

- i. fastener distance to board edges and butt ends shall be no less than 38mm (2"), except for fasteners on the butt ends of the base layer in ceilings with two layers; and
- ii. fasteners shall not be spaced more than 305mm (12") o.c.

(7) See sentence 1.2.1.(2) in Supplementary Standards SB-2 for the significance of fire resistance ratings.

(8) The sound transmission class values given in the Table are for the minimum depth of structural members noted in the description applicable and Table notes. To obtain sound transmission class values for structural members deeper than that minimum, add 1 to the sound transmission class value in the Table for each 500mm (2") increase in structural member depth.

(9) The sound transmission class values given in the Table are for structural member spacing of 305mm (12") o.c., unless otherwise noted in the description and applicable Table notes. To obtain sound transmission class values for assemblies with structural members spaced more than 500mm (20") o.c., add 1 to the sound transmission class value in the Table.

(10) The impact insulation class values given are for floor assemblies tested with no finished flooring.

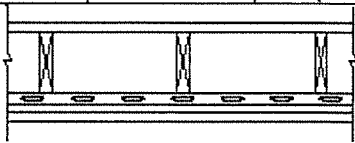
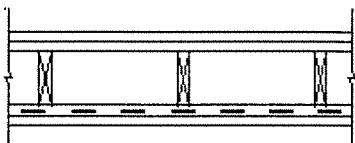
(11) Wood floor joists are:

- i. Wood joists with a minimum member size of 38mm x 235mm (2" x 10"), except as otherwise noted [See Table Note (14)];
- or
- ii. Wood I-joists with a minimum flange size of 38 x 38mm (2" x 2"), a minimum OSB or plywood web thickness of 9.5mm (3/8"), and a minimum joist depth of 241mm (9.5").

(15) The fire-resistance rating, sound transmission class and impact insulation class values given are also applicable to assemblies with 38 x 184mm (2" x 8") solid wood joists.

Wall Construction

(New walls separating dwelling units and common areas)

Wall Number	Description	Fire-Resistance Rating ⁽¹⁾		Typical Sound Transmission Class ⁽¹⁾⁽²⁾⁽³⁾ (STC)
		Loadbearing	Non-Loadbearing	
W4 a & b	<ul style="list-style-type: none"> 38mm x 89mm (2"x4") wood studs spaced 406mm (16") or 610mm (24") o.c. 89mm(3-1/2") thick absorptive material⁽⁴⁾ resilient metal channels on one side spaced 406mm (16") or 610mm (24") o.c. 2 layers of 15.9mm (5/8") Type X gypsum board⁽⁵⁾ on resilient metal channel side 1 layer of 15.9mm (5/8") Type X gypsum board⁽⁵⁾ on other side 			51 - 54
		1 h	1 h	
W5 a, b & d	<ul style="list-style-type: none"> 38mm x 89mm (2"x4") wood studs spaced 406mm (16") or 610mm (24") o.c. 89mm (3-1/2") thick absorptive material⁽⁴⁾ resilient metal channels on one side spaced 406mm (16") or 610mm (24") o.c. 1 layer of 15.9mm (5/8") Type X gypsum board⁽⁵⁾ on resilient metal channel side 2 layers of 15.9mm (5/8") Type X gypsum board⁽⁵⁾ on other side <p>NOTE:</p> <ul style="list-style-type: none"> 12.7mm (1/2") Type X gypsum board⁽⁵⁾ may be used in lieu of 15.9mm (5/8") Type X gypsum board⁽⁵⁾ with studs spaced 610mm (24") o.c. only 			51 - 54
		45 min	1 h	

Notes: (Wall Construction Table)

- (1) Fire resistance and STC ratings of wood frame construction were evaluated only for 38mm x 89mm (2" x 4") constructions. However, the fire-resistance ratings and STC ratings provided for 38mm x 89mm (2" x 4") wood frame construction may be applied to 38mm x 140mm (2" x 6") wood frame construction with solid sawn 38mm x 140mm (2" x 6") lumber; in some cases the ratings may be conservative. Where 38mm x 140mm (2" x 6") framing is used and absorptive material is called for, the absorptive material must be 140mm (6") thick. (see 1.2.1.(2) in MMAH Supplementary Standard SB-2 for the significance of fire-resistance ratings.

The STC ratings may also be applied to fingerjointed lumber. The fire-resistance ratings are applicable to wall assemblies using fingerjointed lumber that has been manufactured with heat-resistant adhesive (HRA) in accordance with NLGA special product standard SPS-1, "Fingerjointed Structural Lumber", or SPS-3, "Fingerjointed 'Vertical Stud Use Only' Lumber". (see also Appendix note A-9.23.10.4.(1) in appendix A of the Building Code).

- (2) Sound ratings listed are based on the most reliable laboratory test data available for specimens conforming to installation details required by CSA-A82.31 "Gypsum Board Application." Results of specific test may differ slightly because of measurement precision and minor variations in construction details. These results should only be used where the actual construction details, including spacing of fasteners and supporting framing, correspond exactly to the details of the test specimens on which the ratings are based. Assemblies with sound transmission class ratings of 50 or more require acoustical sealant applied around electrical boxes and other openings, and at the junction of intersecting walls and floors, except intersection of walls constructed of concrete or solid brick.
- (3) Sound ratings are only valid where there are no discernible cracks or voids in the visible surfaces. For concrete blocks, surfaces must be sealed by at least 2 coats of paint or other surface finish described in Section 9.29. of Division B of the Building Code to prevent sound leakage.
- (4) Sound absorptive material includes fibre processed from rock, slag, glass or cellulose fibre. It must fill at least 90% of the cavity thickness for the wall to provide the listed STC value. The absorptive material should not overfill the cavity to the point of producing significant outward pressure on the finishes; such an assembly will not achieve the STC rating. Where the absorptive material used with steel stud assemblies is in batt form, "steel stud batts", which are wide enough to fill the cavity from the web of one stud to the web of the adjacent studs, must be used.
- (5) The complete descriptions of indicated finishes area as follows:
- 12.7mm (1/2") regular gypsum board – 12.7mm (1/2") regular gypsum board conforming to Article 9.29.5.2 of Division B of the Building Code.
 - 12.7mm (1/2") Type X gypsum board – 12.7mm (1/2") special fire resistant Type X gypsum board conforming to Article 9.29.5.2 of Division B of the Building Code.
 - 15.9mm (5/8") Type X gypsum board – 15.9mm (5/8") special fire resistant Type X gypsum board conforming to Article 9.29.5.2 of Division B of the Building Code.
 - Except for exterior walls, the outer layer of finish on both sides of the wall must have its joints taped and finished.
 - Fastener types and spacing must conform to CSA-A82.31-M, "Gypsum Board Application".

4.4.1 Accessory Second Unit in Agricultural or Residential Zone Regulations

Wherever an **accessory second unit** is permitted in an Agricultural or Residential Zone by this By-law, such an **accessory second unit** shall only be **constructed** or **used** in accordance with the following:

1. Driveway access to both the **main** dwelling and the **accessory second unit** shall be limited to one access so that no new entrance from the **street** shall be created, except in the case of a **corner lot**, where one entrance from each **street** may exist, subject to Section 4.19 or Section 4.20 as applicable.
2. When exterior alterations to the **main** dwelling are proposed for an attached **accessory second unit**, the siting of an **accessory second unit** shall be to the rear or side of the **main** dwelling, and shall comply with the **yard** and setback requirements of the Zone in which such **buildings** is situated.
3. The maximum **gross floor area** of an **accessory second unit** shall be no more than an amount equal to 45% of the **gross floor area** of the **main** dwelling, to a maximum size of 115 m².
 - a. Notwithstanding the above, if the **accessory second unit** is located in a **basement**, the **accessory second unit** may occupy the whole of the **basement**.
 - b. Where an attached **garage** is converted to create an **accessory second unit** (in whole or in part), the attached **garage** will be included in calculation of the **gross floor area** of the **main** dwelling.
4. A maximum of one **accessory second unit** per **lot** is permitted, and shall be **accessory** to the **main** dwelling.
5. One **parking space** will be provided for the **accessory second unit**, in addition to the required parking for the **main** dwelling.
6. In addition to the above, the following provisions apply only to **Accessory Second Units** within **ancillary buildings** or **structures**:
 - The **Accessory Second Unit** may not be severed;
 - The **ancillary building** or **structure** must be located within the main building cluster;
 - The **ancillary building** or **structure** is to be screened and/or buffered to the satisfaction of the Township of Guelph/Eramosa in order to minimize visual impacts;
 - A **garden suite** must not be located on the same lot; and
 - Shall be permitted subject to the satisfaction of the Township of Guelph/Eramosa, that the water and sewer service is capable of accommodating the **Accessory Second Unit**.