

# ACCESSORY APARTMENT

## BUILDING PERMIT APPLICATION GUIDE

### BUILDING SPECIFIC DESIGN REQUIREMENTS



REQUIREMENTS	BUILDING CONDITION		
	A Any Building	B ONLY Buildings 5 years or older	C ONLY Buildings 5 years or older with finished basement
<b>FLOOR FIRE SEPARATION</b>			
Permitted Floor Fire Resistance Rating (FRR)	45 min (1 storey unit) or 1 hour (2 storey unit)	30 min	15 min
Permitted Floor Sound Rating (STC)	50 STC	Min. 43 STC or min. 6" sound insulation	Existing may be acceptable
<b>WALL FIRE SEPARATION</b>			
Permitted Wall Fire Resistance Rating (FRR)	45 min (1 storey unit) 1 hour (2 storey unit)	30 min	30 min
Permitted Door Fire Protection Rating (FPR) (Note: door requires a self-closing device)	20 min (45 min wall) or 45 min (1 hour wall)	20 min	20 min
Permitted Wall Sound Rating (STC)	50 STC	43 STC or entire stud cavity filled with sound insulation	Existing may be acceptable
<b>SUPPORTING STRUCTURE</b>			
Permitted Fire Resistance Rating (FRR) for load bearing walls, beams, and columns	45 min (1 storey unit) or 1 hour (2 storey unit)	30 min	15 min
<b>HVAC SYSTEMS</b>			
Independent Heating Systems Required	Yes	No	
Duct type Smoke Detector Required	No	Yes – must be installed in supply or return air duct system and will completely turn off fuel and electrical supply to the heating system upon activation	
<b>SMOKE ALARMS</b>			
Applies to	Only the new accessory apartment		Both the existing unit and new accessory apartment
Interconnection between dwelling units	Not Required		Required
Required locations and general requirements	Smoke alarms are required on every floor level, in every bedroom, and in hallways serving a bedroom. All smoke alarms within a dwelling unit shall be interconnected and have a visual signaling component (strobe light).		

# ACCESSORY APARTMENT BUILDING PERMIT APPLICATION GUIDE BUILDING SPECIFIC DESIGN REQUIREMENTS



REQUIREMENTS	BUILDING CONDITION		
	A Any Building	B ONLY Buildings 5 years or older	C ONLY Buildings 5 years or older with finished basement
<b>NATURAL LIGHT (Minimum)</b>			
Living and Dining Rooms	10% of area served	5% of area served	
Bedrooms and other Finished Rooms	5% of area served	2.5% of area served	
<b>CEILING HEIGHT (Minimum)</b>			
All Rooms	6'-11" over entire floor 6'-5" under beam/duct	6'-5" over all required room areas and any location normally used as a mean of egress	

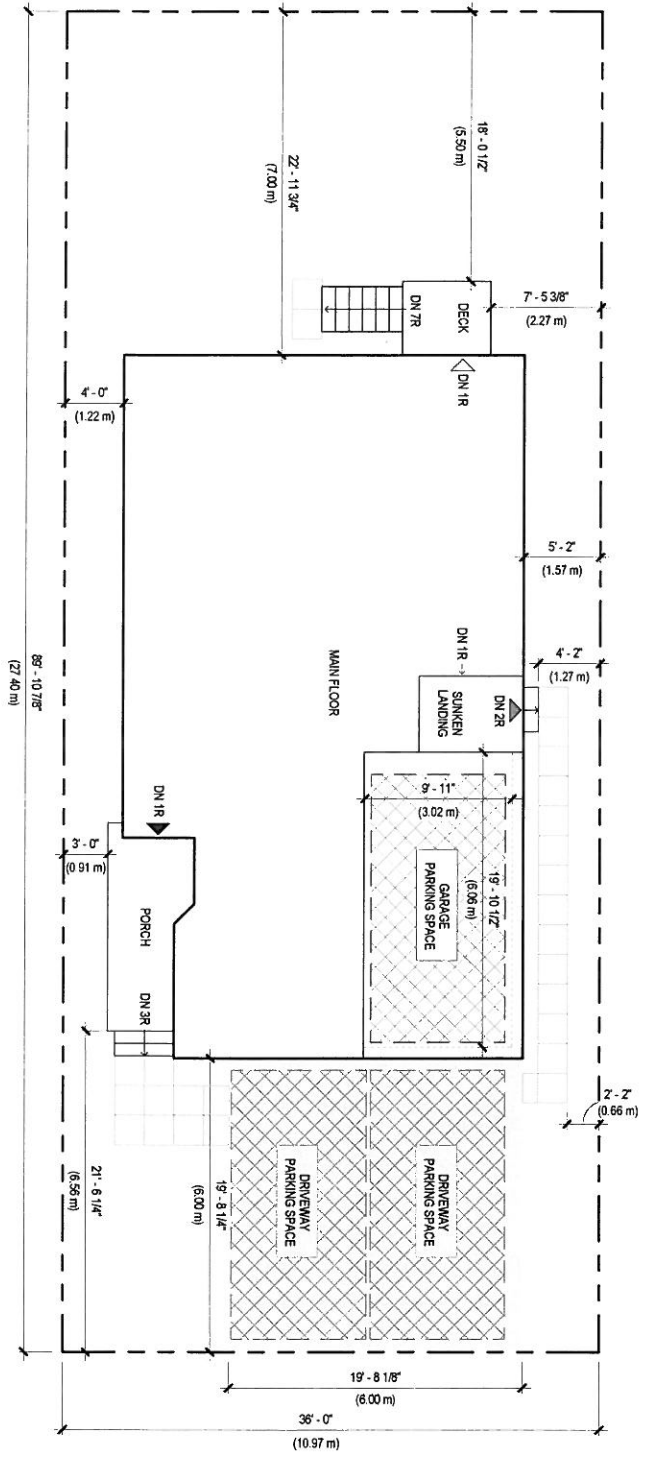
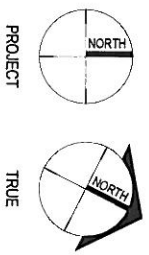
## GENERAL DESIGN REQUIREMENTS

DOOR SIZES (Minimum)	Minimum Width	Minimum Height
Dwelling Unit Entrance or Utility Room	32"	78"
Bedroom or Rooms not mentioned elsewhere	30"	
Bathroom, Washroom, and Walk-in closets	24"	

ROOM SIZES - Separate Spaces	Min. ft <sup>2</sup>	ROOM SIZES - Combined	Min. ft <sup>2</sup>
Living Room	145	Living Room (> 1 bedroom)	145
Dining Room	75	Living Room (1 bedroom)	118
Kitchen (> 1 bedroom)	45	Dining Room	35
Kitchen (1 Bedroom only)	40	Kitchen (> 1 bedroom)	45
Master Bedroom (with closet)	95	Kitchen (1 bedroom)	40
Master Bedroom (without closet)	105	Bedrooms	45
Other Bedroom (with closet)	65		
Other Bedroom (without closet)	75	<b>ROOM SIZES - Bachelor</b>	<b>Min. ft<sup>2</sup></b>
Bathroom	Sufficient space for fixtures	Living, Dining, Bedroom and Kitchen	145

- Carbon monoxide alarms are required adjacent to all sleeping rooms
- Each unit shall have access to common laundry facilities or have connections within each unit for the connection of laundry appliances

**Note:** These design tips do not cover all of the requirements for accessory apartments. The person taking responsibility for the design should refer to the 2012 Ontario Building Code (updated to January 1, 2015) for a detailed listing off all requirements. The most current Building Code is available at <http://www.ontario.ca/laws/regulation/120332>



**1**  
SITE PLAN  
1/8" = 1'-0"  
A-1

- LEGEND**
- PROPERTY LINE
  - ASPHALT DRIVEWAY
  - REQUIRED PARKING SPACE
  - 2" x 2" CONCRETE PATIO STONE WALKWAY
  - EXISTING HOUSE ENTRANCE DOOR
  - ACCESSORY APARTMENT ENTRANCE DOOR
  - SECONDARY/OTHER DOOR

**SAMPLE DRAWINGS**

BUILDING PERMIT APPLICATION GUIDE	1
ACCESSORY APARTMENT	
DRAWING NAME:	
SITE PLAN	

NUMBER OF COPIES REQUIRED:  
**2**

DRAWING MUST INCLUDE SIGN (IF APPLICABLE):

- STRUCTURES:**
- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
  - ACCESSORY BUILDINGS (SHED/GARAGE)
  - DECK
  - POOL

**HARD LANDSCAPED SURFACES:**

- DRIVEWAY
- WALKWAY/PATIOS

**ENTRANCES:**

- TO EXISTING HOUSE
- TO PROPOSED ACCESSORY APARTMENT
- SECONDARY/OTHER ENTRANCES

**SETBACKS:**

- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
- ACCESSORY BUILDINGS (SHED/GARAGE)
- DECK
- POOL
- DRIVEWAY
- WALKWAY/PATIOS

**DIMENSIONS:**

- PROPERTY LINES
- DRIVEWAY
- INTERIOR OF GARAGE

**PARKING:**

- 3 PARKING SPACES ARE REQUIRED
- (2 FROM EXISTING HOUSE + 1 FOR NEW ACCESSORY APARTMENT)

**GENERAL/OTHER NOTES:**

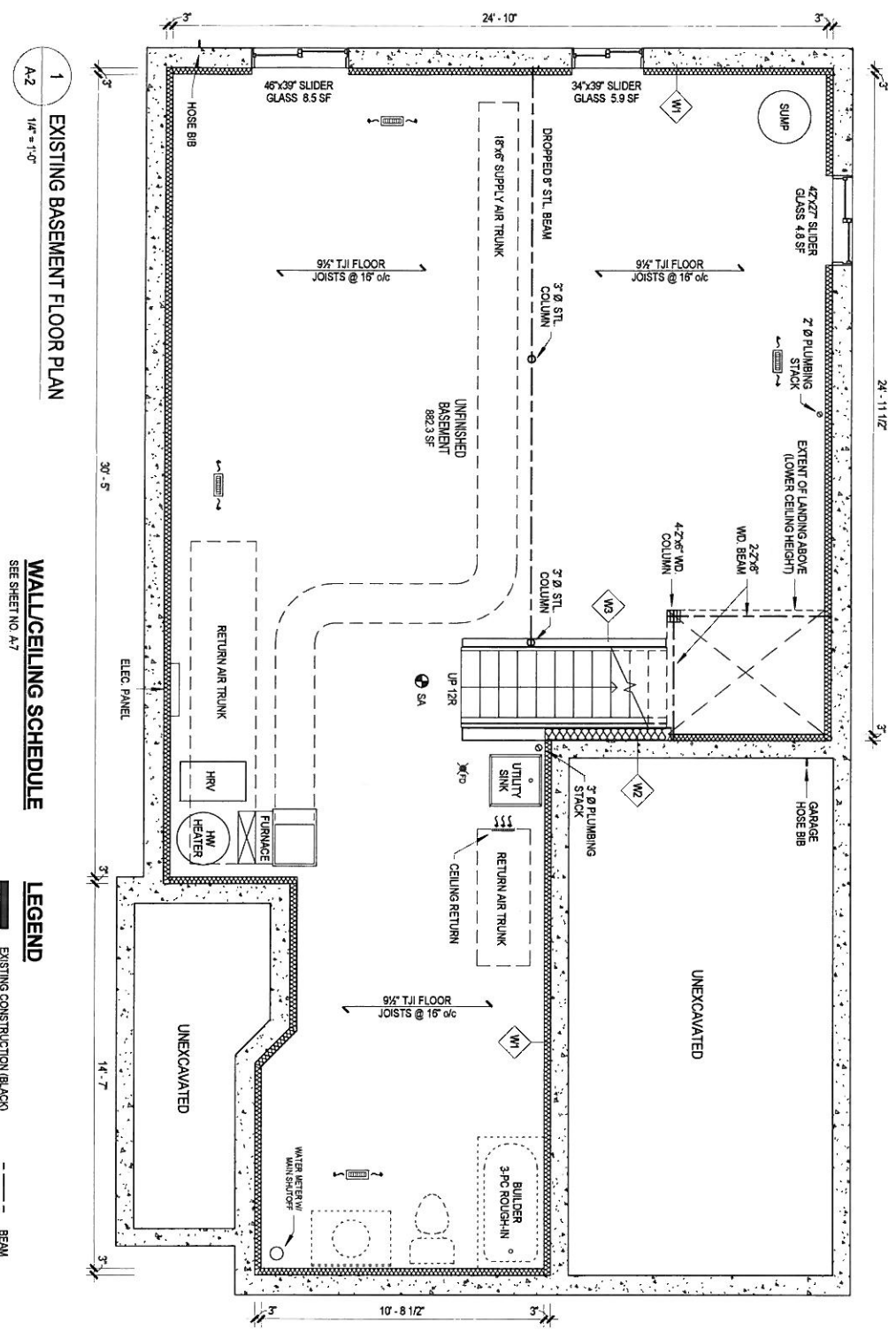
- LEGEND OF LINE TYPES, SYMBOLS, AND HATCHING USED

DESIGNER: JOE SMITH

PROJECT: 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17" SHEET NO.  
DATE: JANUARY 2016  
SCALE: AS INDICATED

**A-1**



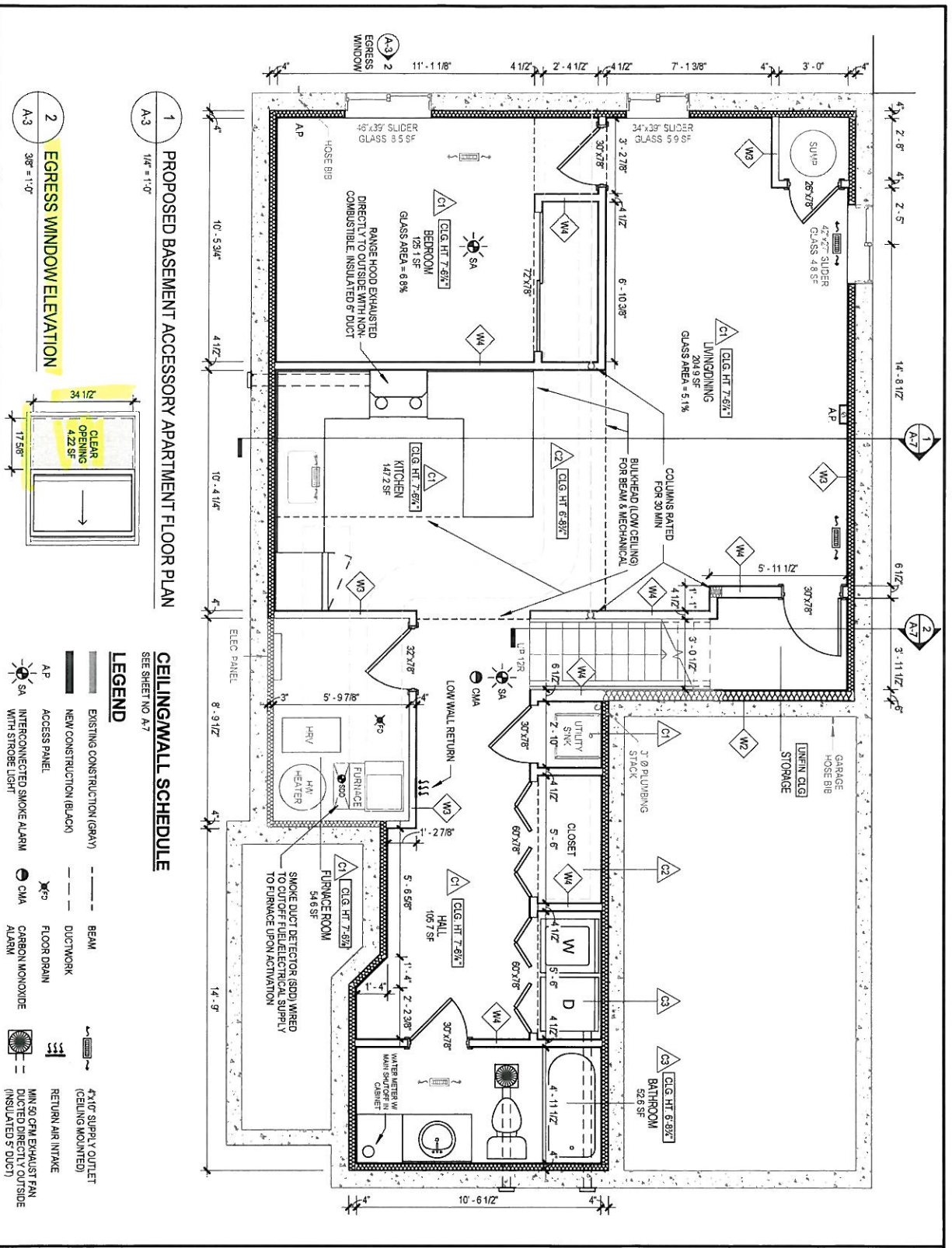
**1** EXISTING BASEMENT FLOOR PLAN  
1/4" = 1'-0"


**WALL/CEILING SCHEDULE**  
SEE SHEET NO. A-7

**LEGEND**

- EXISTING CONSTRUCTION (BLACK)
- DUCTWORK
- LOW CEILING/BULKHEAD
- INTERCONNECTED SMOKE ALARM
- BEAM
- FLOOR DRAIN
- 4"x10" SUPPLY OUTLET (CEILING MOUNTED)
- RETURN AIR INTAKE

SAMPLE DRAWINGS	
BUILDING PERMIT APPLICATION GUIDE: ACCESSORY APARTMENT	
DRAWING NAME: EXISTING BASEMENT FLOOR PLAN	
NUMBER OF COPIES REQUIRED: 2	
DRAWING MUST INCLUDE/SHOW (IF APPLICABLE): ROOMS & SPACES: - NAME/DRAWEL - PARTITION WALLS - DOOR SIZES (W X H) - WINDOW SIZES (W X H) AND GLASS AREA - DIMENSIONS AND AREAS	
STRUCTURAL: - LOAD BEARING WALLS - BEAMS (WOOD OR STEEL) - COLUMNS - JOIST SIZE, SPACING, AND SPAN DIRECTION	
HVAC: - FURNACE, WATER HEATER, AND HRV - SUPPLY AND RETURN TRUNKS - SUPPLY AIR OUTLETS AND RETURN AIR INTAKES - EXHAUST FANS	
PLUMBING: - BATHROOM ROUGH-IN - PLUMBING STACKS - PLUMBING FIXTURES - EXTERIOR HOSE BIBS AND DRAINAGE SHUT-OFFS - WATER METER AND MAIN WATER SHUT-OFF - SUMP PUMP	
ELECTRICAL: - ELECTRICAL PANEL - SMOKE ALARMS - CARBON MONOXIDE ALARMS	
GENERAL/OTHER NOTES: - EXTERIOR INSULATION - WALL/CEILING CONSTRUCTION - LEGEND OF SYMBOLS USED	
DESIGNER: JOE SMITH PROJECT: 123 MAIN STREET ADDRESS: MILTON, ONTARIO SHEET SIZE: 11" X 17" DATE: JANUARY 2016 SCALE: AS INDICATED	SHEET NO. <b>A-2</b>



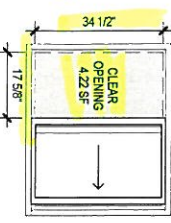
<b>SAMPLE DRAWINGS</b>	
	
BUILDING PERMIT APPLICATION GUIDE ACCESSORY APARTMENT	
DRAWING NAME <b>PROPOSED BASEMENT ACC. APARTMENT FLOOR PLAN</b>	
NUMBER OF COPIES REQUIRED <b>2</b>	
DRAWING MUST INCLUDE/SHOW (IF APPLICABLE)	
<b>ROOMS &amp; SPACES:</b>	
- NAME/LABEL	
- PARTITION WALLS AND FIRE SEPARATIONS	
- DOOR SIZES (W X H)	
- WINDOW SIZES (W X H) AND GLASS AREA	
- FINISHED CEILING HEIGHT AND CEILING HEIGHT UNDER BEAMS/DUCTS, AND BULKHEADS	
<b>STRUCTURAL:</b>	
- LOAD BEARING WALLS, BEAMS AND COLUMNS (WOOD OR STEEL), INDICATING REQUIRED FIRE RESISTANCE RATING	
<b>HVAC:</b>	
- FURNACE, WATER HEATER, AND HRV	
- SUPPLY AND RETURN TRUNKS	
- SUPPLY AIR OUTLETS AND RETURN AIR INTAKES (NOTE RETURN AIR INTAKES MUST BE DROPPED TO WITHIN 5'-10" OF FINISHED FLOOR LEVEL)	
- EXHAUST FANS	
<b>PLUMBING:</b>	
- BATHROOM ROUGH-IN	
- PLUMBING FIXTURES	
- EXTERIOR HOSE BIBS AND DRAINWATERS	
- WATER METER AND MAIN WATER SHUTOFF	
- SUMP PUMP	
- ACCESS PANELS FOR CLEAMOUT/SHUTOFFS	
<b>ELECTRICAL:</b>	
- ELECTRICAL PANEL	
- SMOKE ALARMS	
- CARBON MONOXIDE ALARMS	
<b>GENERAL/OTHER NOTES:</b>	
- EXTERIOR INSULATION	
- WALL/CEILING CONSTRUCTION, INCLUDING SB-2, SB-3 OR U/LC LISTING FOR FIRE RATED ASSEMBLIES	
- EGRESS WINDOW LOCATION AND CLEAR OPENING DIMENSIONS AND AREA	
- LEGEND OF SYMBOLS USED	
DESIGNER: JOE SMITH	SHEET NO. <b>A-3</b>
PROJECT: 123 MAIN STREET	
ADDRESS: MILTON, ONTARIO	
SHEET SIZE: 11' X 17'	
DATE: JANUARY 2016	
SCALE: AS INDICATED	

**1 PROPOSED BASEMENT ACCESSORY APARTMENT FLOOR PLAN**

A-3 1/4" = 1'-0"








**2 EGRESS WINDOW ELEVATION**

A-3 3/8" = 1'-0"

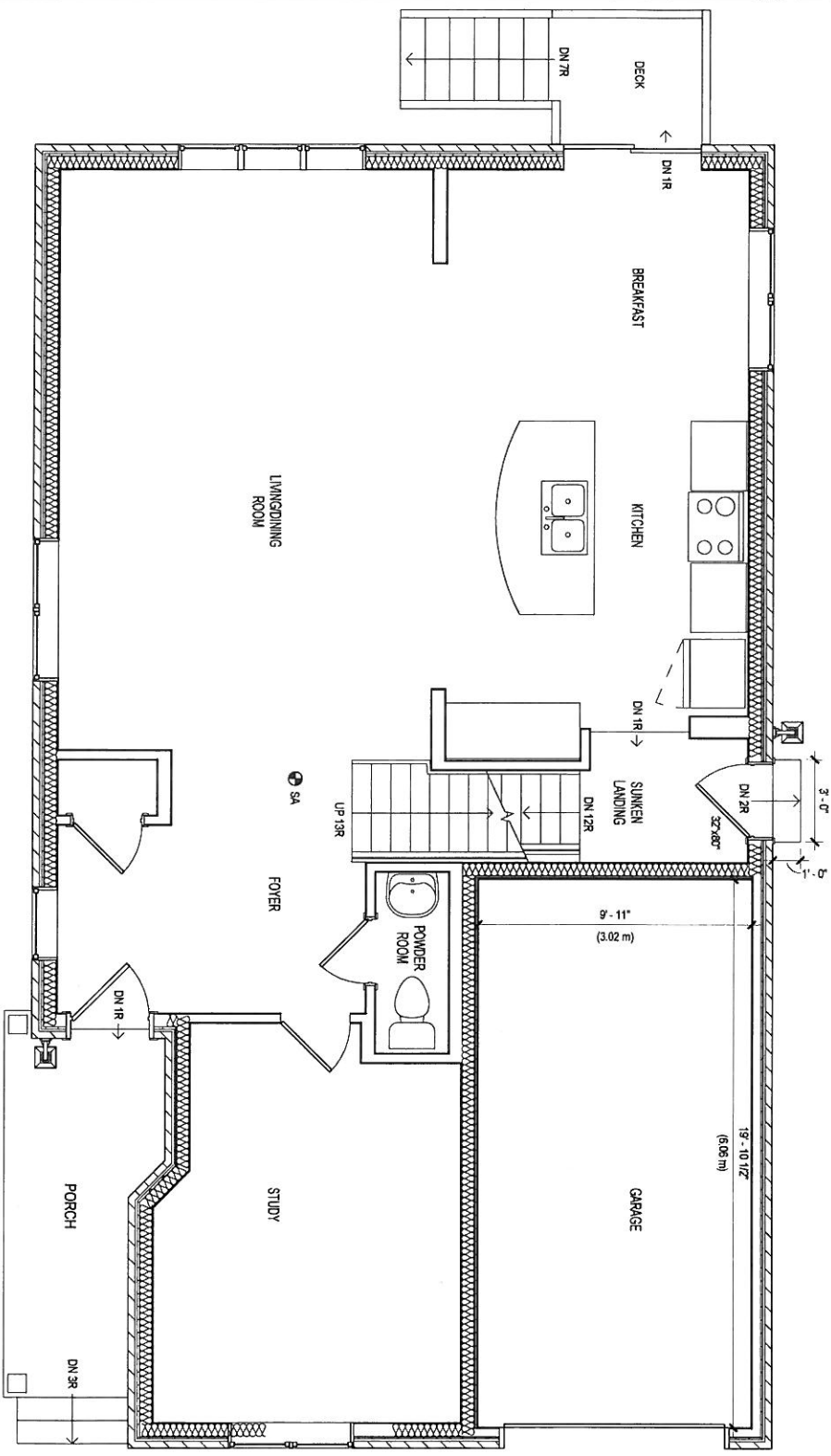


**CEILING WALL SCHEDULE**

SEE SHEET NO. A-7

- LEGEND**
-  EXISTING CONSTRUCTION (GRAY)
  -  NEW CONSTRUCTION (BLACK)
  -  ACCESS PANEL
  -  INTERCONNECTED SMOKE ALARM WITH STROBE LIGHT
  -  CMA ALARM
  -  BEAM
  -  DUCTWORK
  -  FLOOR DRAIN
  -  MIN 50 CFM EXHAUST FAN DUCTED DIRECTLY OUTSIDE (INSULATED 5' DUCT)
  -  4x12 SUPPLY OUTLET (CEILING MOUNTED)
  -  RETURN AIR INTAKE

1 EXISTING MAIN FLOOR PLAN  
1/8" = 1'-0"



**LEGEND**

EXISTING CONSTRUCTION (BLACK)

SA INTERCONNECTED SMOKE ALARM

SAMPLE DRAWINGS

BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING MAIN FLOOR PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING MUST INCLUDE/SHOW (IF APPLICABLE):  
ROOMS & SPACES:  
- NAME/LABEL  
- PARTITION WALLS  
- DOORS  
- WINDOWS

PLUMBING:  
- PLUMBING FIXTURES

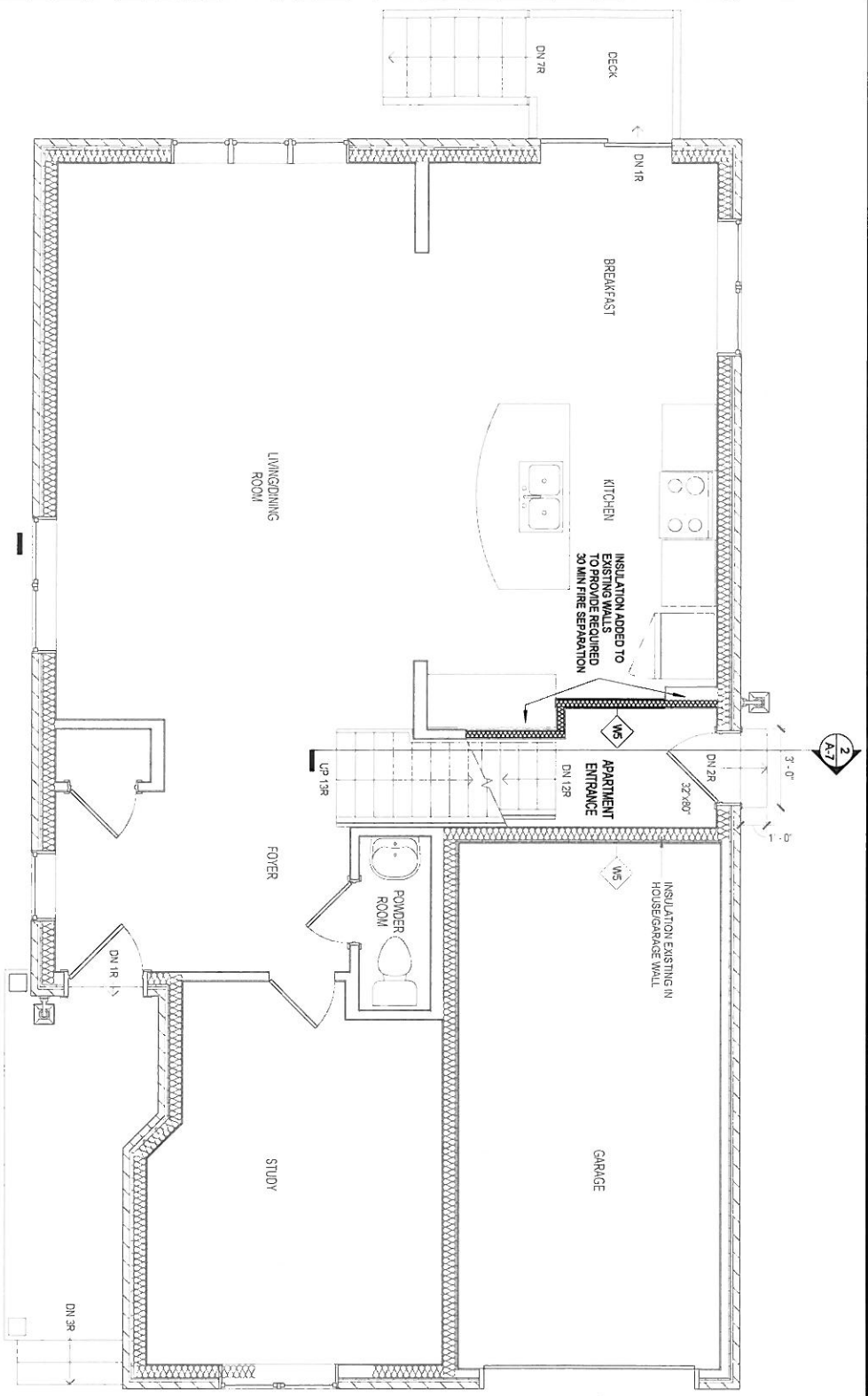
ELECTRICAL:  
- SMOKE ALARMS  
- CARBON MONOXIDE ALARMS

DIMENSIONS:  
- INSIDE OF GARAGE

GENERAL/OTHER NOTES:  
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH  
PROJECT: 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO  
SHEET SIZE: 11" X 17"  
DATE: JANUARY 2016  
SCALE: AS INDICATED

A-4

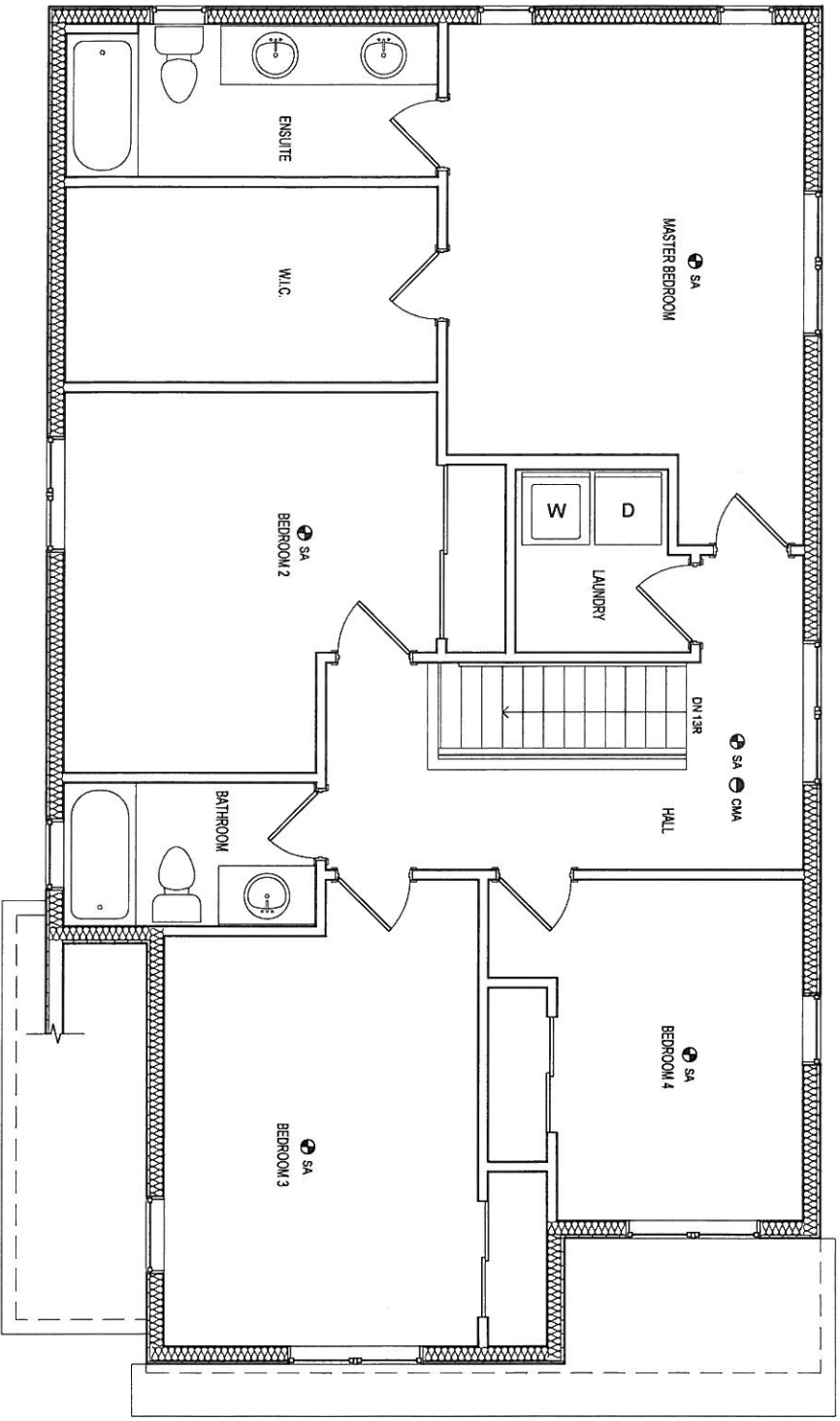


1 PROPOSED MAIN FLOOR PLAN  
A-5 1/4" = 1'-0"

**WALL/CEILING SCHEDULE**  
SEE SHEET NO. A-7

- LEGEND**
- EXISTING CONSTRUCTION (GRAY)
  - NEW CONSTRUCTION (BLACK)

<b>SAMPLE DRAWINGS</b>	
BUILDING PERMIT APPLICATION GUIDE: ACCESSORY APARTMENT	
DRAWING NAME: <b>PROPOSED MAIN FLOOR PLAN</b>	
NUMBER OF COPIES REQUIRED: <b>2</b>	
DRAWING LIST INCLUDES/SHOW (IF APPLICABLE): ROOMS & SPACES: - NAME/LABEL - PARTITION WALLS AND FIRE SEPARATIONS - DOORS (INCLUDE SIZE FOR ACCESSORY APARTMENT MAIN ENTRANCE DOOR) - WINDOWS	
PLUMBING: - PLUMBING FIXTURES	
ELECTRICAL: - SMOKE ALARMS - CARBON MONOXIDE ALARMS	
DIMENSIONS: - EXTERIOR STAIR SERVING ACCESSORY APARTMENT ENTRANCE DOOR	
GENERAL/OTHER NOTES: - WALL/CILING CONSTRUCTION, INCLUDING SB-2, SB-3 OR A.C. LISTING FOR FIRE RATED ASSEMBLIES - LEGEND OF SYMBOLS USED	
DESIGNER: JOE SMITH	
PROJECT: 123 MAIN STREET	
ADDRESS: MILTON, ONTARIO	
SHEET SIZE: 11" X 17"	SHEET NO.
DATE: JANUARY 2016	<b>A-5</b>
SCALE: AS INDICATED	



1 EXISTING SECOND FLOOR PLAN  
1/4" = 1'-0"  
A-6

- LEGEND**
- EXISTING CONSTRUCTION (BLACK)
  - SA INTERCONNECTED SMOKE ALARM
  - CHA CARBON MONOXIDE ALARM
  - LINE OF SUPPORTING STRUCTURE BELOW

**SAMPLE DRAWINGS**

BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING SECOND FLOOR PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MAST** INCLUDES SHOWN (IF APPLICABLE):

ROOMS & SPACES:

- NAME LABEL
- PARTITION WALLS
- DOORS
- WINDOWS

PLUMBING:

- PLUMBING FIXTURES

ELECTRICAL:

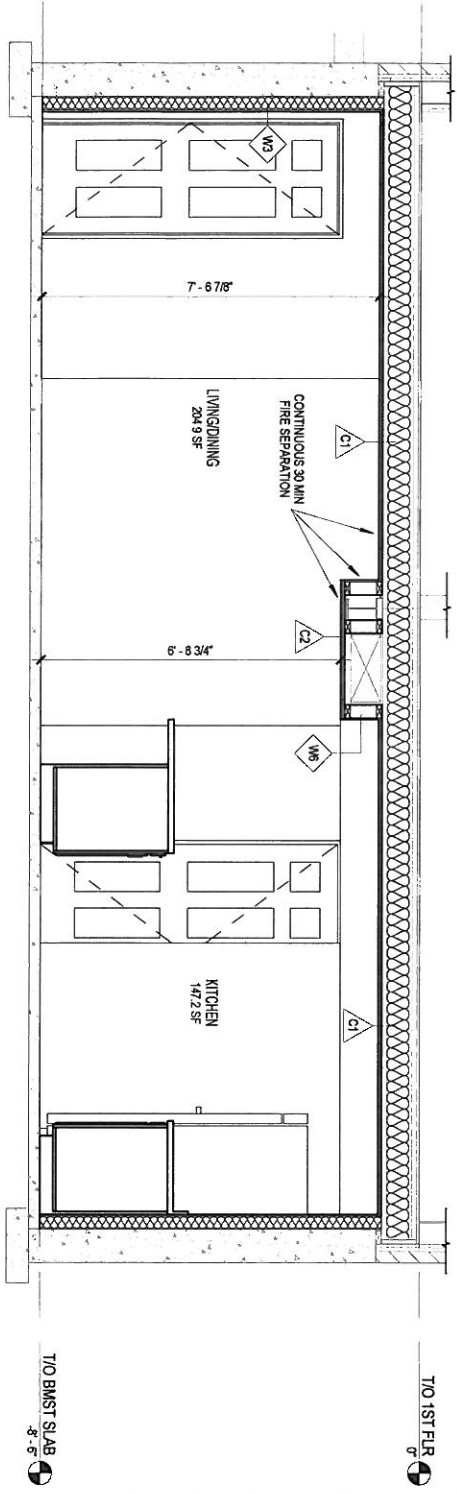
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

GENERAL/OTHER NOTES:

- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH	SHEET NO. <b>A-6</b>
PROJECT: 123 MAIN STREET	
ADDRESS: MILTON, ONTARIO	
SHEET SIZE: 11" X 17"	
DATE: JANUARY 2016	
SCALE: AS INDICATED	





1 SECTION - BASEMENT CEILING  
3/8" = 1'-0"

**WALL/CEILING SCHEDULE**

- W1** - EXT. INSULATED WALL

  - 2" CONC. FPN WALL
  - R12 FOUNDATION BLANKET
  - BATT INSULATION CW/6 MIL POLY VAPOUR BARRIER
- W2** - EXT. STUD INSULATED WALL

  - EXISTING 8" FPN WALL
  - 2"x4" OR 2"x6" @16" OC WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - R12 BATT INSULATION
  - 6 MIL POLY VAPOUR BARRIER
  - 1/2" REGULAR GYPSUM
- W3** - INT. 1 SIDED PARTITION WALL

  - 2"x4" OR 2"x6" @16" OC WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - SOUND INSULATION (OPTIONAL)
  - 1/2" REGULAR GYPSUM
- W4** - INT. 2 SIDED PARTITION WALL

  - 1/2" REGULAR GYPSUM
  - 2"x4" OR 2"x6" @16" OC WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - SOUND INSULATION (OPTIONAL)
  - 1/2" REGULAR GYPSUM
- W5** - INT. PARTITION WALL

  - 30 MM FIRE SEPARATION (SB-3)
  - 1/2" REGULAR GYPSUM
  - 2"x4" OR 2"x6" @16" OC WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE
  - SOUND INSULATION (TOP FULL STUD CAVITY)
  - 1/2" REGULAR GYPSUM
- W6** - BULKHEAD 1 SIDED WALL

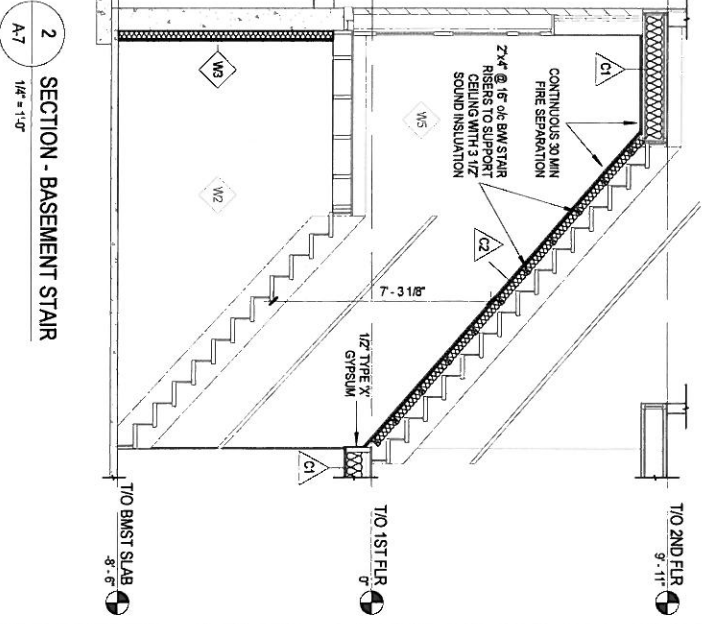
  - 30 MM FIRE SEPARATION (SB-3)
  - 1/2" TYPE 'X' GYPSUM
  - 2"x4" @16" OC WOOD STUDS
  - SOUND INSULATION
- W7** - BULKHEAD 2 SIDED WALL

  - 30 MM FIRE SEPARATION (SB-3)
  - 2 LAYERS 1/2" TYPE 'X' GYPSUM (NOTE: NO OPENINGS PERMITTED THIS MEMBRANE ONLY FIRE SEPARATION)
- C1** - FULL HEIGHT CEILING

  - 30 MM FIRE SEPARATION (SB-3)
  - WOOD JOISTS
  - 6" SOUND INSULATION
  - RESILIENT CHANNEL @ 24" OC
  - 1/2" TYPE 'X' GYPSUM
- C2** - BULKHEAD/STAIR CEILING

  - 30 MM FIRE SEPARATION (SB-3)
  - 2 LAYERS 1/2" TYPE 'X' GYPSUM (NOTE: NO OPENINGS PERMITTED THIS MEMBRANE ONLY FIRE SEPARATION)
- C3** - DROPPED CEILING

  - BELOW FIRE SEPARATION
  - FIRE SEPARATION CEILING AS DESCRIBED ABOVE
  - 6" SPACE FOR INSULATED EXHAUST DUCTS
  - 2"x4" @16" OC CEILING FRAMING
  - 1/2" REGULAR GYPSUM



2 SECTION - BASEMENT STAIR  
1/4" = 1'-0"

**SAMPLE DRAWINGS**

BUILDING PERMIT APPLICATION GUIDE:	ACCESSORY APARTMENT
DRAWING NAME:	BASEMENT SECTIONS & WALL/CEILING SCHEDULE
NUMBER OF COPIES REQUIRED:	2

**DRAWING MUST INCLUDE/SHOW (IF APPLICABLE):**

- BUILDING SECTION: FINISHED CEILING HEIGHT AND CEILING HEIGHT UNDER BEAMS, DUCTS, AND BULKHEADS
- COMMUNITY OF CEILING FIRE SEPARATION

**STAIR SECTION:**

- FINISHED CEILING HEIGHT ABOVE STAIRS
- COMMUNITY OF CEILING FIRE SEPARATION

**GENERAL/OTHER NOTES:**

- WALL/CEILING CONSTRUCTION INCLUDING SB-3, SB-3 OR I.C LISTING FOR FIRE RATED ASSEMBLIES
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH  
 PROJECT: 123 MAIN STREET  
 ADDRESS: MILTON, ONTARIO  
 SHEET SIZE: 11" X 17"  
 DATE: JANUARY 2016  
 SCALE: AS INDICATED

SHEET NO. A-7

**SAMPLE DRAWINGS**



BUILDING PERMIT APPLICATION GUIDE  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING RIGHT SIDE ELEVATION

NUMBER OF COPIES REQUIRED:  
2

DRAWING MUST INCLUDE/SHOW (IF APPLICABLE):  
STRUCTURES:

- HOUSE  
- ATTACHED STRUCTURE (DECK)

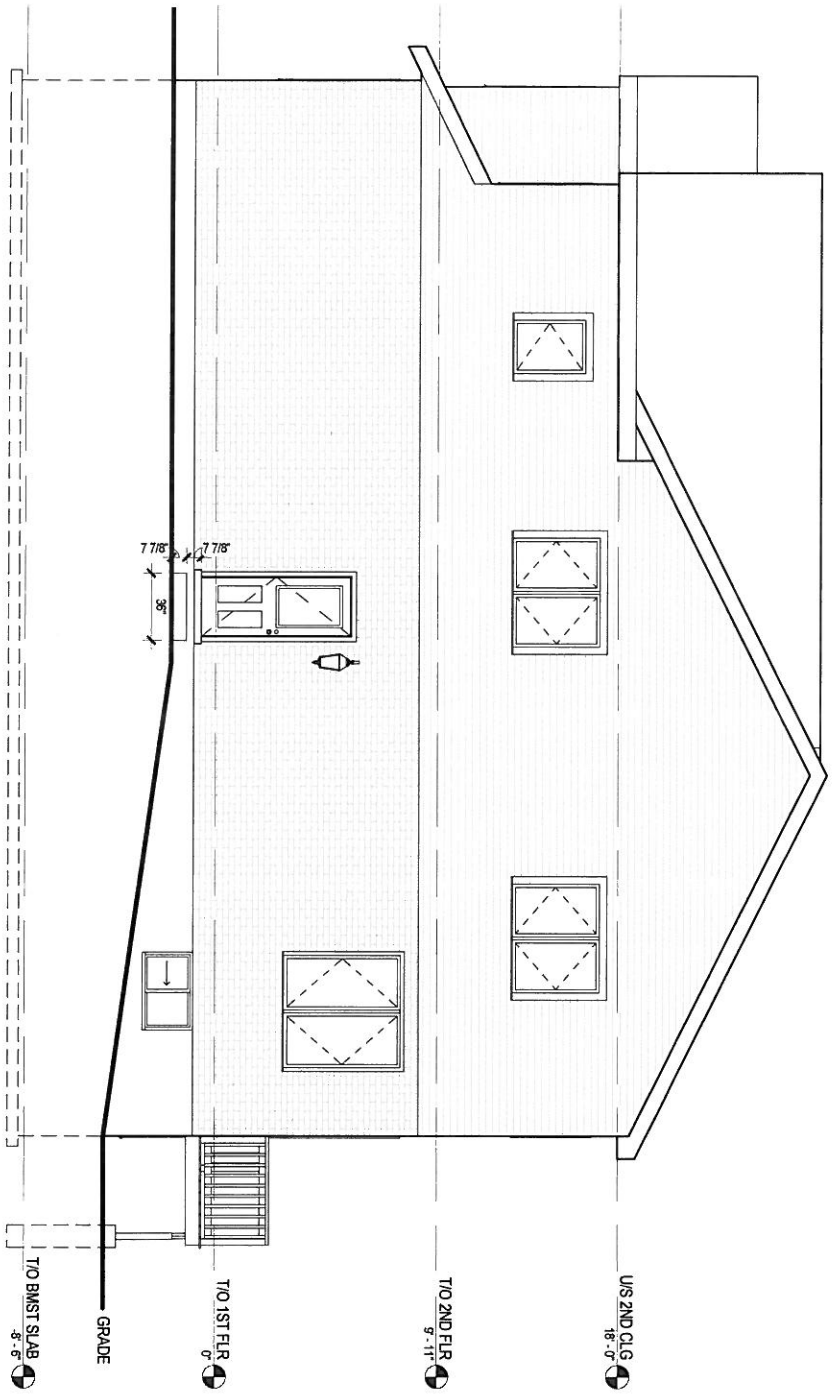
OPENINGS:  
- ACCESSORY APARTMENT ENTRANCE DOOR  
- SECONDARY/OTHER DOORS  
- WINDOWS, INCLUDING EGRESS (LABELLED)

STAIRS:  
- EXTERIOR STEPS

LIGHTING:  
- EXTERIOR LIGHTS

DIMENSIONS:  
- STAIR RISER HEIGHT AND STAIR WIDTH  
- EGRESS WINDOW SILL HEIGHT TO GRADE

GENERAL/OTHER NOTES:  
- ACCURATE LEVEL, OF GRADE  
- LEGEND OF SYMBOLS USED



1 RIGHT ELEVATION  
3/8" = 1'-0"

DESIGNER: JOE SMITH  
PROJECT: 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO  
SHEET SIZE: 11" X 17"  
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SCALE: AS INDICATED

A-8

**SAMPLE DRAWINGS**



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING REAR ELEVATION

NUMBER OF COPIES REQUIRED:

2

DRAWING MUST INCLUDE SHOWN (IF APPLICABLE):  
STRUCTURES:

- HOUSE
- ATTACHED STRUCTURE (DECK)

OPENINGS:

- ACCESSORY APARTMENT ENTRANCE DOOR
- SECONDARY/OTHER DOORS
- WINDOWS, INCLUDING EGRESS (LABELLED)

STAIRS:

- EXTERIOR STEPS

LIGHTING:

- EXTERIOR LIGHTS

DIMENSIONS:

- STAIR RISER HEIGHT AND STAIR WIDTH
- EGRESS WINDOW SILL HEIGHT TO GRADE

GENERAL/OTHER NOTES:

- ACCURATE LEVEL OF GRADE
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

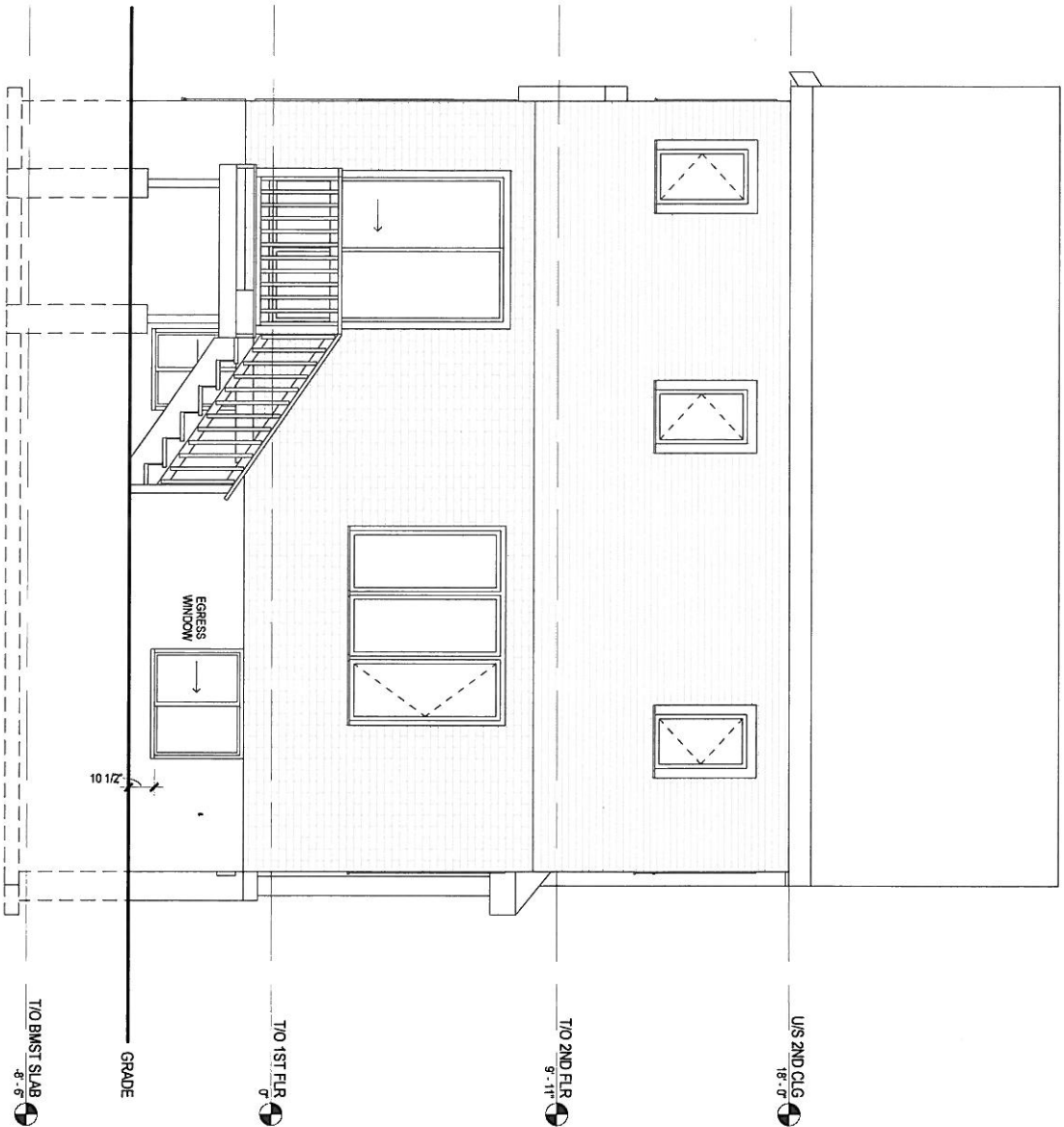
PROJECT: 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

DATE: JANUARY 2016

SHEET NO.  
**A-9**

SCALE: AS INDICATED



**1**  
REAR ELEVATION  
1/8" = 1'-0"

A-9