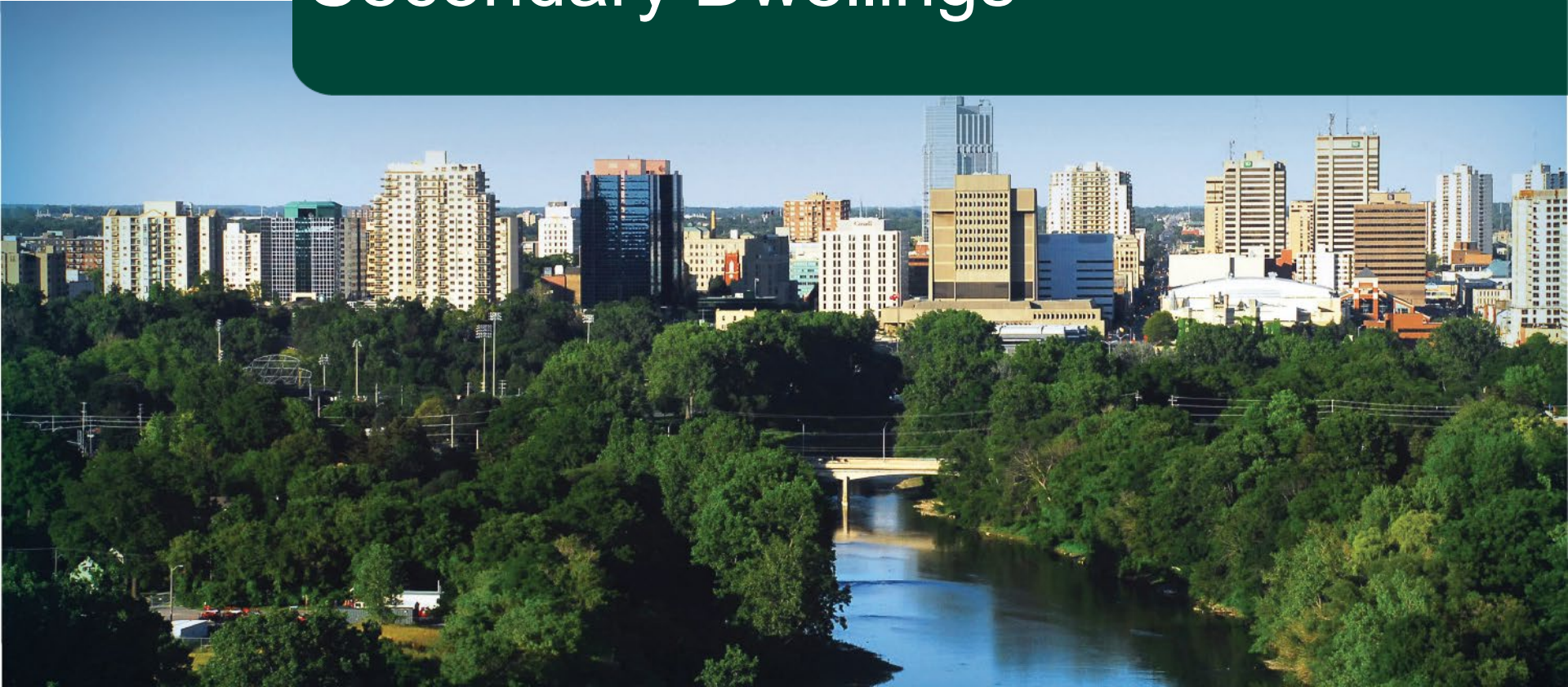




London
CANADA

Secondary Dwellings



Kyle Wilding, Senior Plan/Building Inspector

March 8, 2022



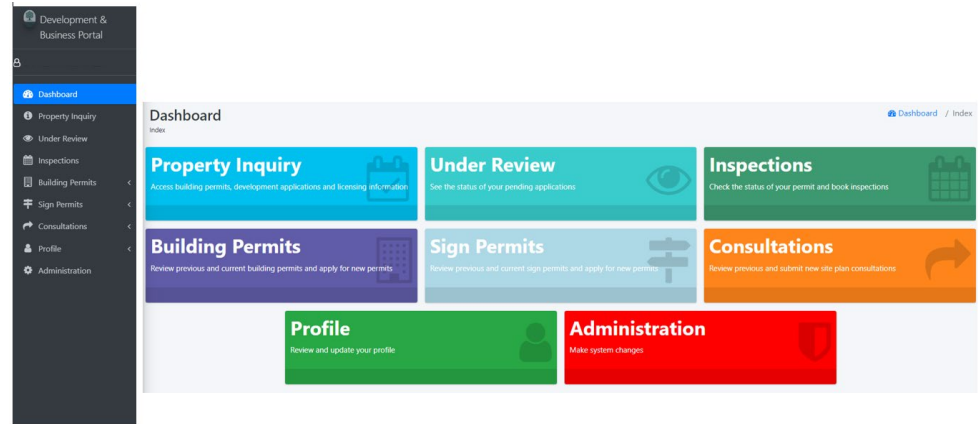
Outline

1. How to Apply for a Building Permit
2. Construction Requirements
3. Construction Requirements
4. Additional Resources

Building Permit Application

Development and Business Portal (E-Portal)

- London.ca – Search “Building Permits”
- How to apply for a building permit
 - Register a new account or log into existing for our Development and Business Portal (E-Portal)
 - A completed application form, Schedule 1: Designer Information
 - Digital Construction Drawings in PDF Format
- Building Permit Fees
 - Fees are paid at time of application, please note fees are calculated based off square meters (m²) not square feet
- Payment Options
 - Cheque
 - Credit Card
 - Hub Options – Debit, credit or cheque can also be submitted to our office, Building Hub located on the first floor of City Hall during regular business hours.
 - Online Banking



Building Permit Fees

Building permit fees

Building permit fees depend on the floor area, scope of work and the type of building being constructed or altered. When using the online portal permit fees will be calculated. The **Building by-law B-7** provides information about the types of building construction, alteration and demolition permits issued and services provided. The current fees for these permits and services appear in Appendix A of the by-law.

Fees effective March 1, 2021 until Feb 28, 2022

Payment options

Construction Requirements

Age of Your House

If your house is more than five years old, it allows some more flexibility under the Building Code when renovating under Part 11 of the Ontario Building Code (OBC).

If your house is less than five years old, then it is classified as a new building and under the Building Code and must meet new construction requirements.



Room Sizes and Floor Area

Room/Space:	Minimum Required Floor Area:
Living Room	13.5 m ² (145 ft ²)
Dining Area	7 m ² (75 ft ²)
Kitchen	4.2 m ² (45.2 ft ²)
Combined living, dining and kitchen areas in a one-bedroom unit.	18 m ² (193.8 ft ²)
Master bedroom (without built-in closet)	9.8 m ² (105 ft ²)
Other bedrooms (without built-in closets)	7 m ² (75 ft ²)
Bathroom	Sufficient space for sink, toilet and shower stall or bath
Combined Sleeping, living and dining areas and kitchen space	13.5 m ² (145 ft ²)

Ceiling Heights

Room/Space:	Minimum Ceiling Heights
Living room or space, dining room or space, kitchen or space	2 300 mm (7'-6 ½") over at least 75% of the required floor area with a clear height of 2 100 mm (6'-11") at any point over the required area
Bedroom or bedroom space	2 300 mm (7'-6 ½") over at least 50% of the required area or 2 100 mm (6'-11") over all of the required floor area. Any part of the floor having a clear height of less than 1 400 mm (4'-7") shall not be considered in computing the required floor area
Basement space	2 100 mm (6'-11") over at least 75% of the basement area except that under beams and ducts the clearance is permitted to be reduced to 1 950 mm (6'-5")
Bathroom, water closet room or laundry area above grade	2 100 mm (6'-11") in any area where a person would normally be in a standing position
Passage, hall or main entrance vestibule and finished rooms not specifically mentioned above	2 100 mm (6'-11")
Height Over Stairs	1950 mm (5'-11") measured vertically, over the clear width of the stair, from a straight-line tangent to the tread and landing nosings to the lowest point above.



Window Sizes

Room/Space:	Minimum Required Window Area – House greater than 5 years old	Minimum Required Window Area – House less than 5 years old
Living and Dining Rooms	5% of the floor area	10% of the floor area
Bedrooms	2.5% of the floor area	5% of the floor area
Laundry room, kitchen, bathroom	Windows not required	Windows not required

Windows not used as an exit – OBC 9.7.2.3. and Compliance Alternative C107



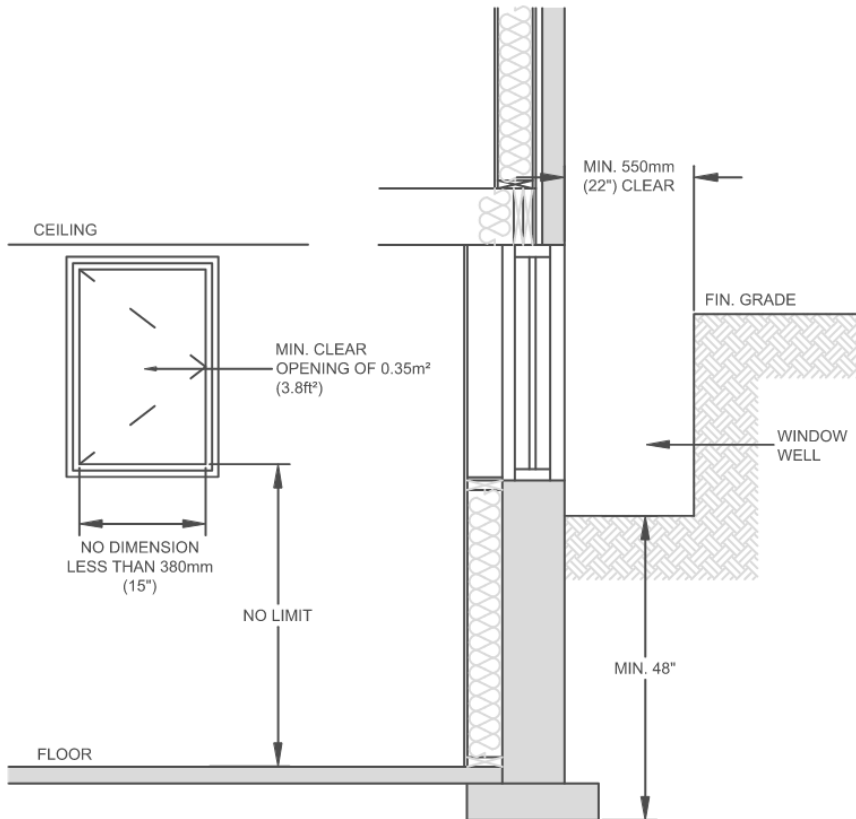
Egress Options

3 Options Exist for Egress

- Option 1 – an exit that serves only the secondary dwelling unit.
 - With direct access to grade level, existing windows are acceptable as long as they meet the minimum sizes previously discussed.
 - When an interior stairwell is provided, one window is to meet egress window Option A.
- Option 2 – a shared exit is available to both units provided the exit is direct and not through a service room, additional requirements apply.
 - One window is to meet egress window Option A.
 - Emergency lighting per OBC 9.9.12.3. is required within exit as well as a smoke alarm with visual signal OBC 9.10.19.3.(2).
 - Exit is required to be separated from both units with 30min. Fire Resistance Rating
- Option 3 – an exit through the other suite, additional requirements apply.
 - When an interior stairwell is provided, one window is to meet egress requirements of OBC 9.9.9., 9.9.10. (Sketch on next page)

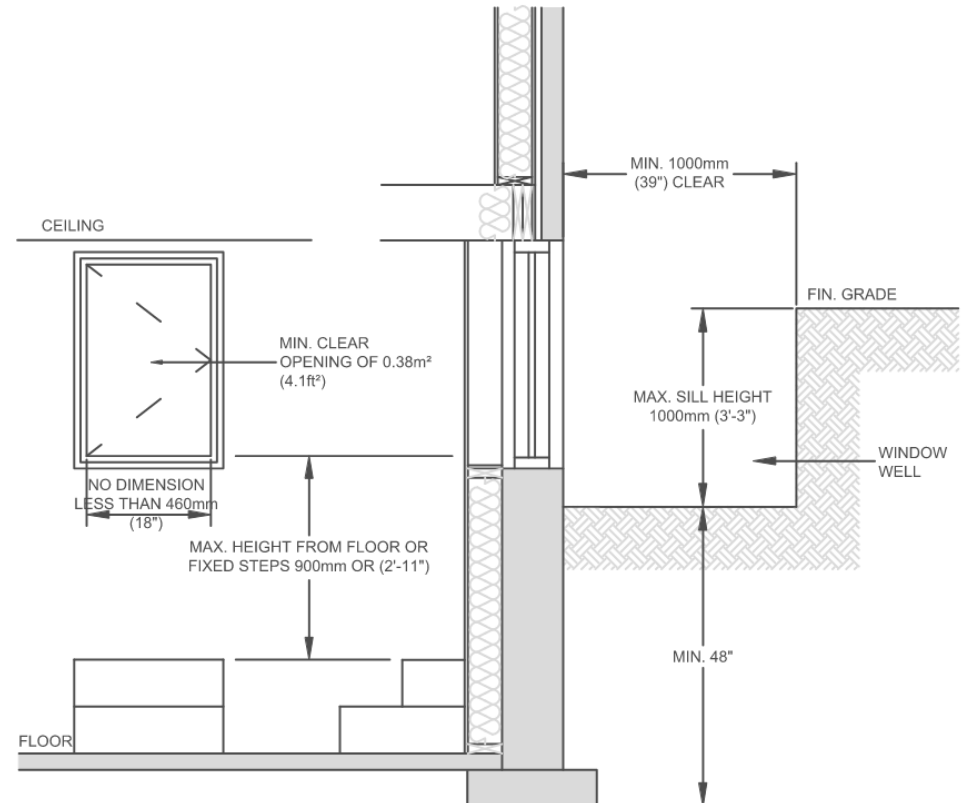
Note: A 3-Way switch is required at the top and bottom of the staircase

Egress Windows



**EGRESS WINDOW REQUIRED
WHEN UNIT HAS DIRECT OR
SHARED ACCESS TO EXTERIOR**

OBC 9.9.9., 9.9.10. and Compliance Alternative C136



**EGRESS WINDOW REQUIRED
WHEN UNIT EXITS THROUGH
OTHER SUITE.**

OBC 9.9.9., 9.9.10. and Compliance Alternative C136



Plumbing, Mechanical and Electrical Requirements.

- Plumbing

- A hot and cold water supply – OBC 9.31.4.1
- A sink, bathtub or shower and toilet – OBC 9.31.4.1
- A kitchen sink – OBC 9.31.4.1
- Access to laundry facilities, which may be provided in a shared laundry room or a separate laundry area in the second unit. – OBC 9.31.4.2.
- Separate shut-off valves for each unit – OBC 7.6.1.6.(1)
- A septic system can be used if its capacity can handle the increase.

- Mechanical

- A single furnace and duct system can be utilized. A duct type smoke detector is required within the supply or return duct. When activated, fuel supply and power is shut down. Detector must meet UL 268A. – OBC 6.2.4.7.(14)
- Ventilation is also required for bathroom and kitchen. – OBC 9.32.3.5.(2)

- Electrical

- A light and switch is required in every room and space. – OBC 9.34.2.2.
- A 3-way switch at the top and bottom of stairs. – OBC 9.34.2.3.
- Smoke Alarms must meet CAN/ULC S531 and shall be on every level of a house, outside sleeping areas, in each bedroom, and in common areas shared by both units. – OBC 9.10.19.3.
- Carbon Monoxide Alarms must be provided near bedrooms and in the furnace room, if it is a separate space from the units. – OBC 9.33.4.2.(1)
- Electrical permits shall be pulled directly from the Electrical Safety Authority (ESA) - esasafe.com



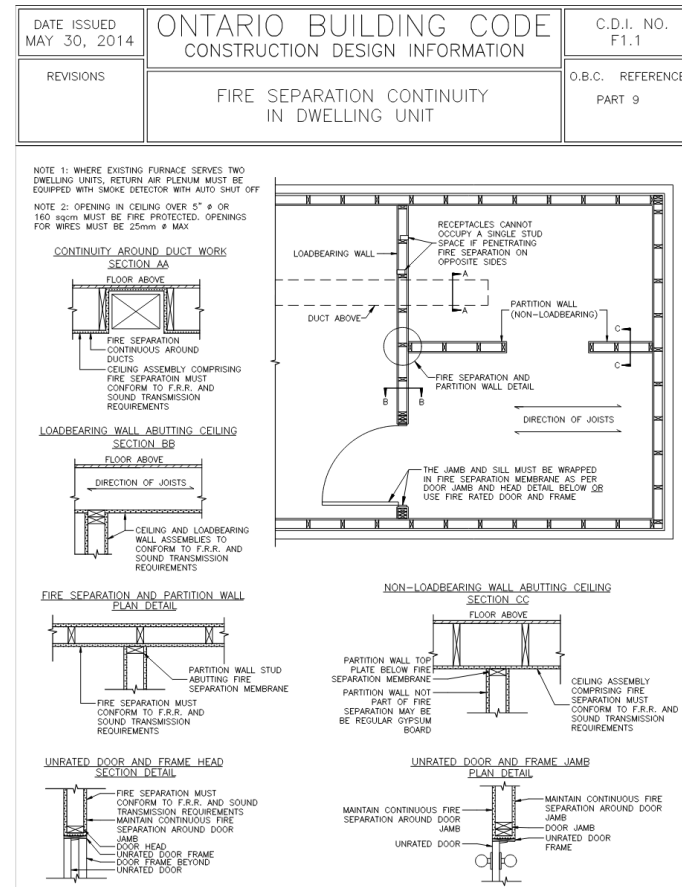
Fire Separations

When adding a secondary dwelling to new construction the Ontario Building Code requires a 45min Fire Separation between units.

Part 11 Compliance Alternatives C147, C152 and C153 can further reduce the requirement to 30mins and even down to 15mins if the entire house has interconnected smoke detectors.

Fire Separations

- Fire Separations must be specified out of OBC SB-2, SB-3 or from a testing agency such as UL or Warnock Hersey
- Fire separations must be continuous above all non-load bearing walls.
- Supporting elements to the horizontal fire separation to have an equivalent Fire Resistance Rating (FRR).
- FRR of fire separation to furnace room ceiling waived where room is sprinklered.
- Doors in fire separations to be min. 45mm thick solid core wood or metal or have a 20min. FPP.
- Every door in a fire separation shall have a self-closing device.





Affordable Housing Community Improvement Plan (CIP)

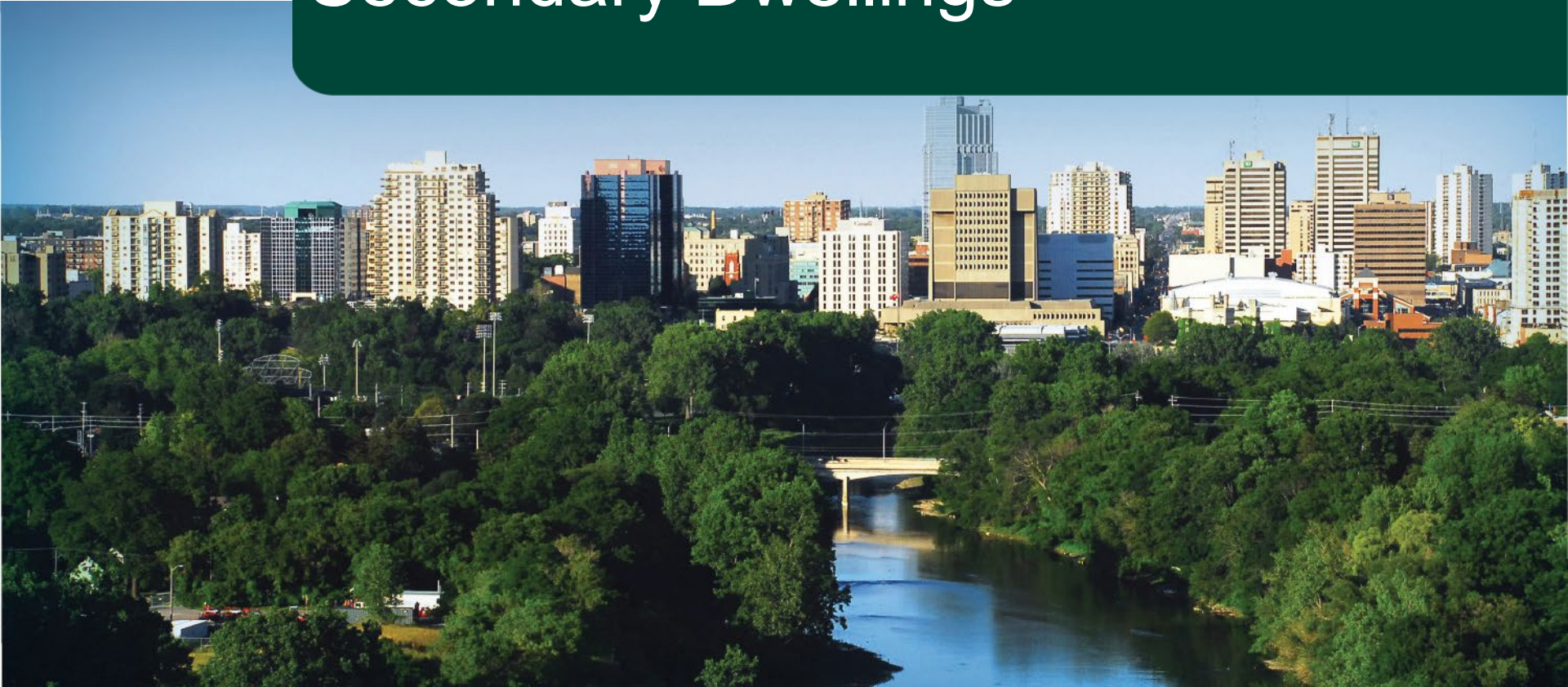
Additional Resources

- Housing Support Action Plan and Guides – Free Guide for Adding a Second Unit in an Existing House.
<https://www.ontario.ca/page/housing-innovation>
- Orderline.com – Paid Guide for Secondary Suites.
[Design and Construction Guide for Secondary Suites in Houses \(orderline.com\)](#)
- E-Laws Ontario Building Code
[O. Reg. 332/12: BUILDING CODE \(ontario.ca\)](#)
- City of London – Building Permits
[Building permits | City of London](#)
- Quarts: Check qualifications of a designer
<https://www.quarts.mah.gov.on.ca/BCINSearchWeb/search.html>
- Electrical Safety Authority
<https://esasafe.com/>



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