

Guideline for Second Units

This guideline is intended to outline the minimum requirements of the Ontario Building Code (OBC) in applying for a building permit that involves converting a single family dwelling unit into two dwelling units. Please refer to OBC Division Part 9 for additional requirements.

Building Plan Review

Item	Description	OBC Reference	Part 11 C.A. ⁽¹⁾
Fire Resistance Ratings			
1.	Separation of residential suites (e.g. ceiling membrane of floor assembly between dwelling units)	9.10.9.14 9.10.8.1	C152 C147
2.	Fire-resistance rating of supporting structure (e.g. loadbearing walls and/or columns supporting the floor assembly between dwelling units)	9.10.8.3.	C147
3.	Separation of common areas (e.g. shared laundry room) and/or public corridor(s)	9.10.9.14 9.10.9.15	C152
4.	Fire separation of exit(s)	9.9.4.2.	C121
Sound Control			
1.	Sound transmission class rating between dwelling units	9.11.2.1.	N/A
Number of Exits and Exposure			
1.	Egress from dwelling units	9.9.9.	C136
2.	Exit stair protection from fire exposure	9.9.4.4 9.9.4.6.	N/A
Design of Areas, Spaces and Doorways			
1.	Room sizes	9.5.	N/A
2.	Ceiling heights	9.5.3.1.	C102
3.	Doorway opening sizes	9.5.11.1.	C103
Windows and Spatial Separation			
1.	Windows and doors	9.7.	C107 C108
2.	Egress windows or doors for bedrooms	9.9.10.1.	C137
3.	Spatial separation between houses	9.10.14. 9.10.15.	C171 C172
Alarms			
1.	Smoke alarms	9.10.19.	N/A
2.	Smoke alarm power supply	9.10.19.4.	C175
	Carbon monoxide alarms	9.33.	N/A
2.	Carbon monoxide alarm power supply	9.33.4.3.	C197
Flame Spread Ratings			
1.	Interior finish, wall and ceilings	9.10.17	N/A
Electrical Facilities			
1.	Electrical facilities	9.34.	N/A
Laundry Fixtures			
1.	Laundry fixtures	9.31.4.2.	N/A

- (1) OBC Division B Part 11 applies to the design and construction of existing building, or parts of existing buildings, that have been in existence for at least five years. C.A. is a compliance alternative forming part of Article 11.5.1.1.

Mechanical Plan Review

Item	Description	OBC Reference	Part 11 C.A. ⁽¹⁾
Ventilation			
1.	Ventilation	9.32.	C194
2.	Total ventilation capacity	9.32.3.3.	N/A
3.	Principal exhaust	9.32.3.4.	N/A
4.	Supplemental exhaust	9.32.3.5.	N/A
5.	Heat recovery ventilator	9.32.3.6. 9.32.3.7. 9.32.3.	N/A
6.	Fan ratings	9.32.3.9.	N/A
	Ducts	9.32.3.10.	N/A
7.	Outdoor intake and exhaust openings	9.32.3.12.	N/A
Heating and Air-Conditioning			
1.	Design and installation requirements	9.33.1.1.	C195
2.	Solid fuel-burning appliances	9.33.1.2.	C196
3.	Required heating systems	9.33.2.	N/A
Fire Separation Openings			
1.	Permitted openings in wall and ceiling membranes	9.10.5.1.	C144
2.	Fire dampers	9.10.13.13.	C167 C168
3.	Fire stop flaps	9.10.13.14.	C169 C170

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MINIMUM ROOM AREAS

APARTMENTS FOR ONE OR TWO PERSONS WHERE SPACE IS NOT PARTITIONED	
REQUIRED SPACE	MINIMUM AREA
LIVING, DINING, KITCHEN & SLEEPING SPACE	13.5M ² IN TOTAL
OTHER PARTITIONED APARTMENTS	
LIVING AREA	13.5M ²
	11.0M ² IF LIVING AREA IS COMBINED W/ DINING & KITCHEN SPACE
DINING AREA	7.0M ²
	3.25M ² IF DINING AREA IS COMBINED W/ ANOTHER SPACE
KITCHEN	3.7M ²
AT LEAST ONE BEDROOM	9.8M ²
	8.8M ² IF A BUILT IN CLOSET IS PROVIDED
	4.2M ² IF THE BEDROOM AREA IS COMBINED W/ ANOTHER SPACE
OTHER BEDROOMS	7.0M ²
	6.0M ² IF A BUILT IN CLOSET IS PROVIDED
	4.2M ² IF THE BEDROOM AREA IS COMBINED W/ ANOTHER SPACE

- MINIMUM CEILING HEIGHT SHALL BE NOT LESS THAN 1950mm

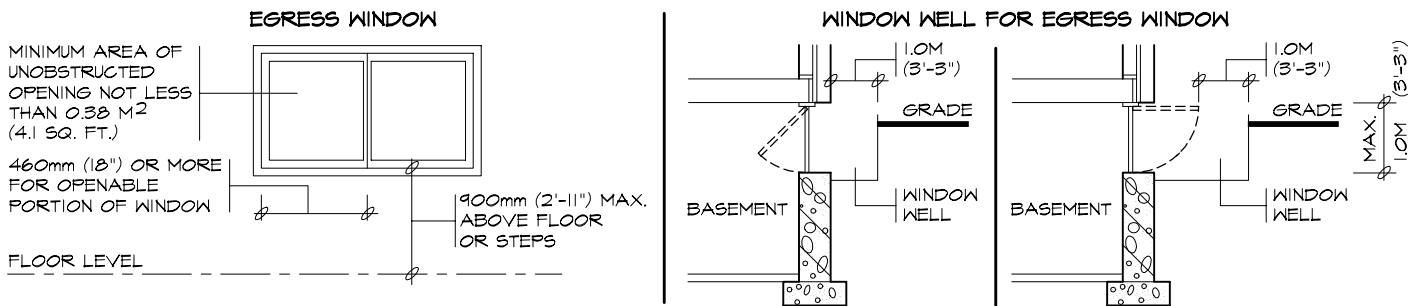
MINIMUM WINDOW AREAS FOR LIGHT

LOCATION	MINIMUM UNOBSTRUCTED GLASS AREA
LAUNDRY ROOM, KITCHEN, WATER CLOSET ROOM	WINDOWS NOT REQUIRED
LIVING/DINING ROOMS	5% OF FLOOR AREA
BEDROOMS AND OTHER FINISHED ROOMS	2 1/2% OF FLOOR AREA

- WHERE A DOOR ON THE SAME LEVEL AS A BEDROOM IS NOT PROVIDED, A WINDOW THAT IS ABLE TO BE OPENED FROM THE INSIDE WITHOUT THE USE OF TOOLS PROVIDING AN INDIVIDUAL UNOBSTRUCTED OPEN PORTION HAVING A MINIMUM AREA OF 0.35M² WITH NO DIMENSION LESS THAN 380mm SHALL BE PROVIDED. IF THIS WINDOW OPENS INTO A WINDOW WELL, A CLEARANCE OF NOT LESS THAN 550mm SHALL BE PROVIDED IN FRONT OF THE OPERATING SASH.
- NEW OPENINGS IN EXTERIOR WALLS ARE NOT PERMITTED IF THE DISTANCE FROM THE WALL TO AN ADJACENT LOT LINE IS LESS THAN 1200mm

EGRESS REQUIREMENTS

EGRESS PROVIDED FROM APARTMENT	CONDITIONS
A SEPARATE DOOR LEADING DIRECTLY TO THE EXTERIOR FROM THE ACCESSORY APARTMENT	SMOKE ALARMS IN EACH DWELLING
A 'SHARED EXIT', SUCH AS A STAIRWAY USED BY BOTH UNITS	1/2 HOUR FIRE SEPARATION AROUND EXIT, AND INTERCONNECTED SMOKE ALARMS IN BOTH UNITS AND ALL COMMON AREAS.
EGRESS AVAILABLE ONLY THROUGH ANOTHER DWELLING	AN EGRESS WINDOW MUST BE PROVIDED. INTERCONNECTED SMOKE ALARMS MUST BE INSTALLED IN BOTH UNITS, AND ALL COMMON AREAS, OR THE ENTIRE BUILDING MUST BE SPRINKLERED, AND SMOKE ALARMS INSTALLED IN BOTH UNITS.



SEPARATION BETWEEN UNITS

REQUIRED FIRE SEPARATIONS/CLOSURES	CONDITIONS
30 MINUTE FIRE SEPARATION (12.7mm TYPE 'X' GYPSUM BD. CEILING)	SMOKE ALARM IN BOTH UNITS
15 MINUTE HORIZONTAL FIRE SEPARATION	INTERCONNECTED SMOKE ALARMS IN BOTH UNITS AND IN ALL COMMON AREAS
NO FIRE SEPARATIONS	THE ENTIRE BUILDING MUST BE SPRINKLERED
20 MINUTE LABELED DOORS, UNLABELED MINIMUM 45mm THICK SOLID CORE WOOD DOOR OR METAL CLAD	EQUIPPED WITH SELF CLOSERS
UNRATED CLOSURES	THE APARTMENT FLOOR AREA MUST BE SPRINKLERED

SMOKE ALARMS AND CARBON MONOXIDE DETECTORS

REQUIRED SMOKE ALARMS WITHIN EACH DWELLING UNIT BETWEEN THE BED RM. AND REMAINDER OF SUITE AND IN EACH BED RM.	MAY BE BATTERY OPERATED EXCEPT WHERE SMOKE ALARMS ARE REQUIRED TO BE INTERCONNECTED DUE TO SEPARATION BETWEEN UNITS AND EGRESS REQUIREMENTS . ALARMS MUST BE LOCATED ON OR NEAR THE CEILING WITHIN 5M OF BEDROOM DOORS.
REQUIRED CARBON MONOXIDE DETECTORS WITHIN EACH DWELLING UNIT ADJACENT TO EACH SLEEPING AREA	MUST CONFORM TO CAN/CSA-6.19 OR UL 2034. CO DETECTORS MAY BE BATTERY OPERATED OR PLUGGED INTO AN ELECTRICAL OUTLET.
REQUIRED VISUAL DEVICE BY EACH SMOKE ALARM	MUST CONFORM TO 18.5.3 OF NFPA 72 & INTERCONNECTED TO SMOKE ALARMS

PLUMBING, HEATING AND VENTILATION

CENTRAL HEATING SYSTEM	EXISTING SYSTEM MAY SERVE BOTH UNITS PROVIDED i) BOTH UNITS ARE EQUIPPED WITH SMOKE ALARMS, AND ii) A SMOKE DETECTOR IS INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION.
NATURAL VENTILATION (OPENABLE WINDOWS/DOORS) FOR LIVING/DINING ROOMS, BEDROOMS, KITCHEN	MINIMUM 0.28M ² (3SQ. FT.) PER ROOM OR COMBINATION OF ROOMS
NATURAL VENTILATION (OPENABLE WINDOW) FOR BATHROOMS OR WATER CLOSET ROOMS	MINIMUM 0.09M ² (0.97SQ. FT.)
MECHANICAL VENTILATION, IF NATURAL VENTILATION IS NOT PROVIDED	ONE-HALF AIR CHANGE PER HOUR IF THE ROOM IS MECHANICALLY COOLED IN SUMMER, AND ONE AIR CHANGE PER HOUR IF IT IS NOT.

REQUIRED PLUMBING FACILITIES

- KITCHEN SINK
- LAUNDRY FACILITIES
- BATHROOM WITH LAVATORY, TOILET AND BATHTUB OR SHOWER STALL

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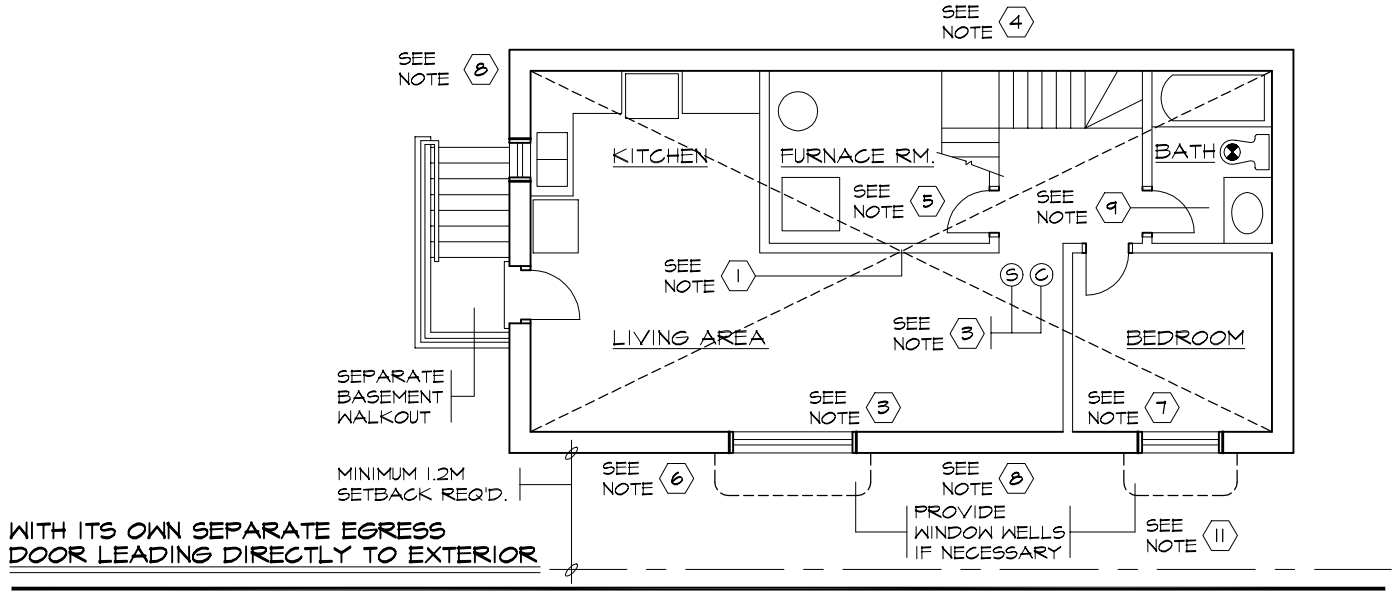
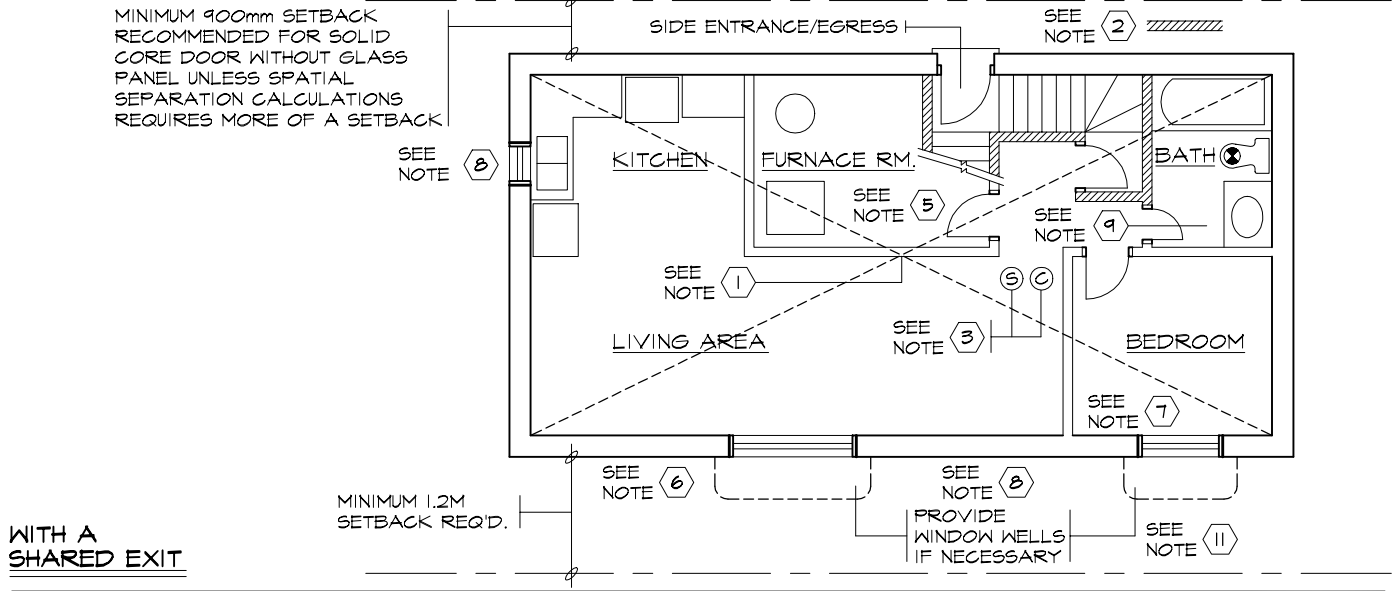
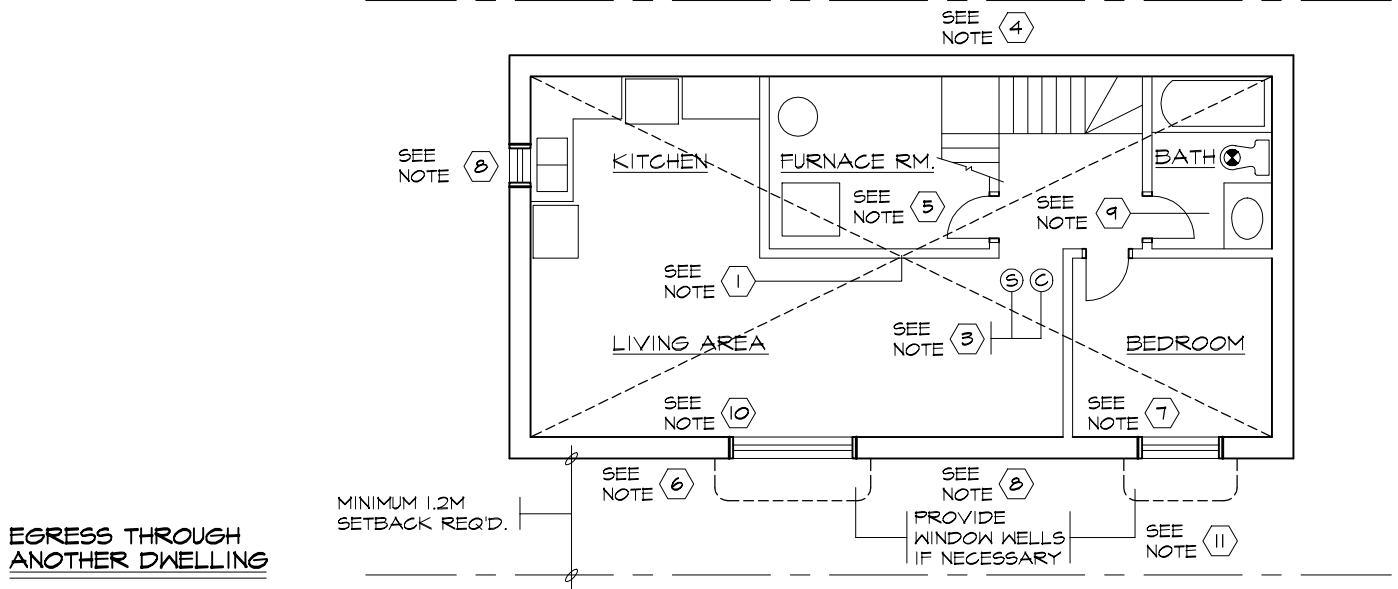
TITLE **BASEMENT ACCESSORY APARTMENT**
BUILDING CODE REQUIREMENTS - EXISTING BUILDING

DWG. NO.

NOTE: UNDER THE BUILDING CODE ACT, THE LOCAL MUNICIPALITY IS THE AUTHORITY HAVING JURISDICTION FOR ENFORCING THE ACT AND ITS REGULATIONS. IT IS THE RESPONSIBILITY OF THE OWNER/DESIGNER TO ENSURE THAT ALL DESIGNS SUBMITTED FOR A PERMIT ARE IN ACCORDANCE WITH THE BUILDING CODE ACT, BUILDING CODE AND ANY OTHER APPLICABLE LAW.

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NOTES RELATING TO PLANS ABOVE ①

1. MINIMUM 30 MINUTE FIRE SEPARATION UNLESS INTERCONNECTED SMOKE ALARMS ARE PROVIDED IN BOTH UNITS AND ALL COMMON AREAS, IN WHICH CASE, A 15 MINUTE FIRE SEPARATION WOULD ONLY BE REQUIRED. INSTALLING SPRINKLERS THROUGHOUT THE BUILDING WOULD WAIVE ALL FIRE SEPARATION REQUIREMENTS.
2. MIN. 30 MINUTE FIRE SEPARATION AROUND SHARED EXIT.
3. SEE REQUIRED INSTALLATION INFORMATION FOR SMOKE ALARMS & CARBON MONOXIDE DETECTORS ON ATTACHED SHEET B02a.
4. STAIRWELL TO BE ENCLOSED AT TOP MOST, OR AT BOTTOM MOST LEVELS.
5. EXISTING FURNACE MAY SERVE BOTH UNITS PROVIDED A SMOKE DETECTOR IS INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION OF SUCH DETECTOR.
6. MINIMUM 5% OF LIVING/DINING FLOOR AREA OF NATURAL LIGHT (GLASS AREA) TO BE PROVIDED.
7. MINIMUM 2 1/2% OF BEDROOM AND OTHER FINISHED ROOMS FLOOR AREAS OF NATURAL LIGHT (GLASS AREA) TO BE PROVIDED.
8. 3 SQ. FT. CLEAR OPENING OF NATURAL VENTILATION REQUIRED FOR LIVING/DINING, BEDROOMS & KITCHEN
9. 1 SQ. FT. CLEAR OPENING OF NATURAL VENTILATION REQUIRED FOR BATHROOMS. MECHANICAL VENT PROVIDING 1 AIR CHANGE PER HOUR IS ACCEPTABLE.
10. AN EGRESS WINDOW OR CASEMENT WINDOW, AS DESCRIBED ON ATTACHED SHEET, MUST BE PROVIDED IN THE ACCESSORY APARTMENT. OR, THE ENTIRE BUILDING IS TO BE SPRINKLERED AND SMOKE ALARMS INSTALLED IN BOTH UNITS.
11. FOR WINDOWS USED AS MEANS OF ESCAPE, WITHIN WINDOW WELLS, SEE ATTACHED SHEET FOR CLEARANCES.
12. LAUNDRY FACILITIES SHALL BE PROVIDED IN EACH DWELLING UNIT OR GROUPED IN A LOCATION IN THE BUILDING ACCESSIBLE TO OCCUPANTS OF EACH DWELLING UNIT.

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TITLE **BASEMENT ACCESSORY APARTMENT
SAMPLE PLANS AND SPECIFICATIONS**

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