Accessory Apartment Guide

Municipality of Port Hope
Building Services

5 Mill Street South
Port Hope, ON L1A 2S6
905-885-2431

This guide is for informational purposes only. It is the responsibility of the applicant to ensure all information is complete, accurate and up to date

Revised January 2021

Introduction

A building permit is required when converting an existing building into an accessory apartment or duplex dwelling.
This guide is intended to advise potential homeowners and contractors about the requirements for submitting a building permit and is for informational purposes only. It is the responsibility of the Applicant/Designer to review the building code and ensure all information is complete, accurate, and up to date.

Designer Qualifications

An Architect, Professional Engineer or qualified BCIN Designer is permitted to take responsibility for the design.

The homeowner is permitted to prepare and take responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code.

Zoning Requirements

Before applying for a Building Permit, you **must** review with **Planning** to ensure the Zoning By-law allows for an Accessory Apartment or a Duplex Dwelling.

Accessory Apartments are limited to a maximum of 1/3 the dwelling living area and requires 1 additional parking space.

Duplex Dwellings have no maximum area, require 1.5 parking spaces, and are only allowed in certain Residential Zones.

Construction Drawings

Drawings can be submitted digitally or dropped off at 5 Mill Street South in Port Hope. Drawings in pencil shall by photocopied prior to submission, with the density adjusted so that all information is clear and legible.

Typical information on all pages:

- Date and scale of the drawings
- BCIN Designers must include their name, signature, BCIN number and the statement “I have reviewed and taken responsibility for the design activities”
- Architects and Engineers are only required to include their stamp, date, and signature

Submission Requirements

The following drawings or details must be provided for submission

- Site plan showing location of existing dwelling and proposed addition (if applicable) including dimensions and distance from property lines, septic tank/field and other buildings
- Existing layout for basement, main and second floors
- Proposed layout for basement, main and second floors
- Elevation where a new exterior opening(s) will be provided
  NOTE: include the height of the window above the floor slab and location of grade
- Details and specifications regarding new or existing: windows, window wells, thermal insulation, rated fire separations rated or unrated doors

Refer to sample drawings provided on the website under Accessory Apartment > Construction Drawings

Site Sketch

Proposed Floor Plans

A-01: Below-Grade Entrance
A-02: Walk-Out Basement
A-03: Side-Door Entrance
A-04: Egress and Escape Windows

Elevation Drawings

Illustrating new window and door, with spatial separation calculations

Cross Section Details

House Cross Section
Floor and Wall Assembly Sections

Building Specific Design Requirements

REQUIREMENTS	BUILDING CONDITION	
	A Less than 5 years since occupancy	**B** 5 years or more since occupancy
FLOOR FIRE SEPARATION (continuous)		
Permitted Floor Fire Resistance Rating (FRR)	30 min – for all common spaces AND when interconnected smoke alarms are not provided between both suites	
Permitted Floor Sound Rating (STC)	STC 50	
WALL FIRE SEPARATION (continuous)		
Permitted Wall Fire Resistance Rating (FRR)	30 min	
Permitted Door Fire Protection Rating (FPR)	20 min	
Permitted Wall Sound Rating (STC)	STC 50	
SUPPORTING STRUCTURE		
Permitted Fire Resistance Rating (FRR) for load bearing walls, beams and columns	Same as Floor FRR	
HVAC SYSTEMS		
Duct type Smoke Detector	Must be installed in return air duct system and will completely turn off fuel and electrical supply to the heating system upon activation if existing furnace serves both dwelling units	
SMOKE & CARBON MONOXIDE ALARMS (additional requirements may apply)		
Interconnected between dwelling units	Required	
Required locations and general requirements	Smoke alarms are required on every floor level, in every bedroom, in hallways serving a bedroom, and in all common areas. All smoke alarms within a dwelling unit shall be interconnected and have a visual signaling component (strobe light). Carbon Monoxide alarms are to be installed in hallways serving a bedroom. 1 on every level.	
MINIMUM WINDOW AREA		
Living and Dining Rooms	10% of area	5% of area
Bedrooms and other Finished Rooms	5% of area	2.5% of area
CEILING HEIGHT (minimum)		
All Rooms	6'-11" entire floor 6'-5" under beams/ducts	6'-5" over all required room areas

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^2	ROOM SIZES - Combined	Min. ft^2
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 only)	40
Master Bedroom (without closet)	105	Bedrooms	45
Other Bedroom (with closet)	65		
Other Bedroom (without closet)	75	**ROOM SIZES - Bachelor**	**Min. ft^2**
Bathroom	Sufficient space	Living, Dining, Bedroom and Kitchen	145

- 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 the requirements for Accessory Apartments or Duplex Dwellings. The person taking responsibility for the design should refer to the Ontario Building Code for a detailed list of all requirements.

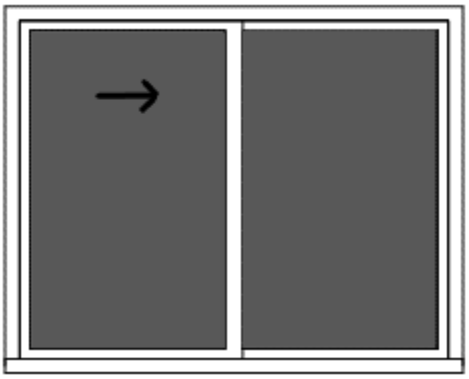
Exits

If a separate exit for the second unit is not possible a common exit for both units is allowed if the exit area has a 30-minute fire separation and contains smoke alarms that are interconnected to both units. Where a common exit is used, a second means of escape must be provided by using a window. The window must comply with OBC Division B, Table 11.5.1.1.C., Compliance Alternative 136. Refer to Egress Window diagram on website.

Calculating Window Area:

Window area required as per the Building Specific Design Requirements must be calculated by taking the rough opening size of the window and subtracting any non-glazing components.

Accurate area calculations or manufacturer specifications must be provided with your building permit application.



Note: Shaded area represents glazing area

Fire Separations in Furnace Rooms:

Due to the difficulty of installing a continuous fire separation on the ceilings of furnace rooms serving two dwelling units, Table 11.4.3.4.A of the Ontario Building Code allows the fire separation to be waived where the spaces are sprinklered.

Where a continuous fire separation is not achievable, **Option A** or **Option B** (listed below) provide acceptable options to achieve compliance.

The Municipality of Port Hope understands that the installation of sprinklers may not be feasible where a water service into a home may not be adequately sized without updating the entirety of the system.

Option A: Installation of a sprinkler head(s) in furnace room location

A single sprinkler loop conforming to our Example of a Full Flow Through Sprinkler System (see next page) may be installed in the furnace room when a continuous fire separation cannot be achieved due to obstructions.

System Components:

- Piping Materials include: copper (Type L) & cross-linked polyethylene pipe fittings (PEX) certified to CAN/CSA-B137.5
- Listed residential sprinklers shall be used (manufacturer spec. sheet must be retained on-site)

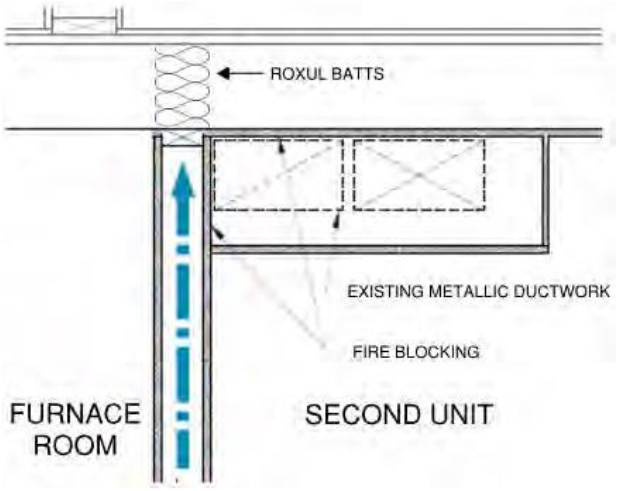
Design Requirements:

- Only residential full flow through installations are permitted
- An adequate water supply shall be confirmed for the demand (min. ¾" diameter service)
- No isolation valves permitted on any portion of the sprinkler service line upstream of the sprinkler head
- Warning sign min. 8"x8" (200mm x 200mm) shall be installed adjacent to the main shut off valve indicating that the domestic service is also used for a fire sprinkler system and must not be left closed
- A floor drain must be located in the vicinity of the sprinkler head

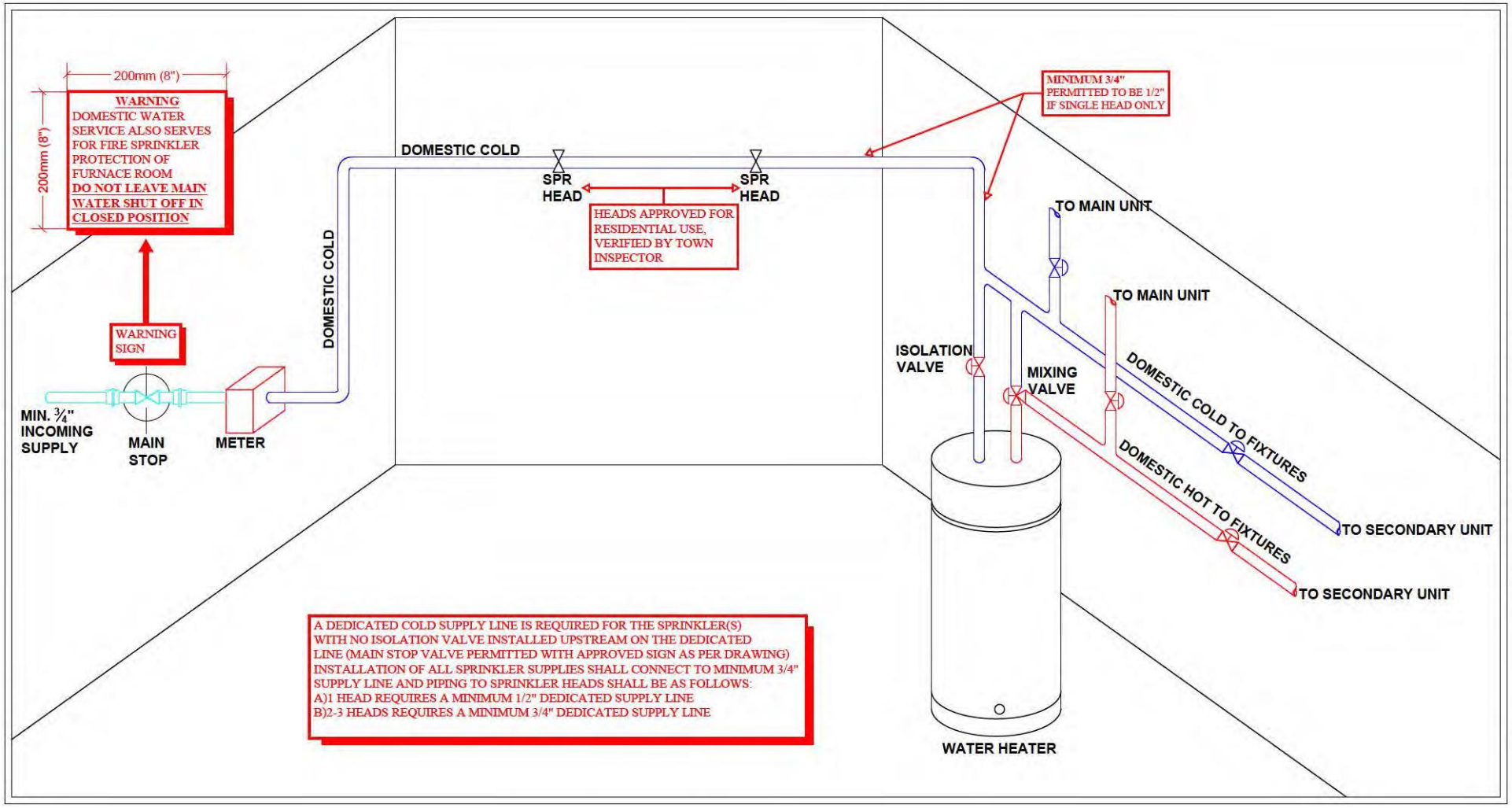
Option B: Provide vertical fire separation around the furnace room

The furnace room must be separated from the rest of the basement unit by a fire separation with the appropriate FRR:

- 5.5" Roxul Batts must be tightly compacted in all open cavities that lead into the floor system
- The wall must be rated from both inside the furnace room and the unit
- A smoke alarm must be installed within the durance room



Example of Full Flow through Sprinkler System



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