

Secondary Suites Building Submission Requirements

These requirements include, but are not limited to the following:

1) Size in square feet and/or metres of each dwelling unit.

2) Floor Plans - A floor plan is a drawing of the structure as seen as if it is cut horizontally a few feet above the floor line. One floor plan is required for every floor level of the building which is affected by new construction. Each plan shows the layout of the level in question as well as providing the structural framing information for the floor or roof above. When applicable, all plans should clearly indicate what is new/proposed and what is existing.

Floor plans must include the following applicable items:

- Scale
- Layout and use of rooms and spaces (label/names)
- Dimensions
- Extent of new construction, including new work within existing buildings
- Size, type and location of exterior and interior walls and partitions (clear indication of exist walls, modified walls, fire separations, sound transmission requirements)
- Exiting for each dwelling unit in compliance with 9.9.
- Location of all plumbing fixtures, including laundry facilities (required for both dwellings, unless a common laundry is proposed)
- The identity of all building materials and/or reference to a schedule or legend identifying same (a clear indication of fire separations in compliance with O.B.C. 9.10.)
- Reference to detailed drawings
- Material specifications or notes
- Location of smoke alarms and carbon monoxide detectors

3) Building elevations - Elevations show the exterior view of each side of the building. Each elevation is identified by the direction it is facing, and should include:

- Scale
- Extent of new and existing construction
- Dimensions of walls, windows and doors
- Area of exposed building face and percentage (%) of glazed openings and required limiting distance (if new windows are proposed)
- Grade level
- Exterior wall cladding, finishes and flashings
- Stairs, landings, guards and handrails

4) Sections and Details - A section represents a view of the house along an imaginary line at a particular location and illustrates construction details. The extent/orientation of the section should correspond with the sectional arrow shown on the plans. Sections should indicate the following:

- Scale
- Details of footings, foundation walls, floors and roof
- Distance from grade to floor and underside of footing

- Attic and crawl space ventilation
- Stairs, landings, guards and handrails
- Fire separations

Requirements for H.V.AC. (Heating, Ventilation and Air Conditioning) for both dwelling units must be indicated. O.B.C. 9.32. and 9.33. speak to these requirements.

Depending on the extent of the renovations to the building to create the new dwelling unit, an H.V.A.C. design by a qualified designer may be required to be provided.

A copy of the Ontario Building Code (O.B.C.) can be found on the elaws website for reference. Some key sections of the code to reference include, but are not limited to:

9.5. Design of Areas, Spaces and Doorways
9.8. Stairs, Ramps, Handrails and Guards
9.9. Means of Egress
9.10. Fire Protection
9.11. Sound Transmission
9.31. Plumbing Facilities
9.32. Ventilation
9.33. Heating and Air Conditioning
9.34. Electrical Facilities

5) Site plan showing how parking is achieved on the property and all setbacks to lot lines.

Please feel free to use this as a checklist to ensure that all requirements have been met in the plans proposed to be submitted. If there are questions about the specifics of a requirement above, it is recommended that you speak to a professional designer with BCIN, architect or engineer.