



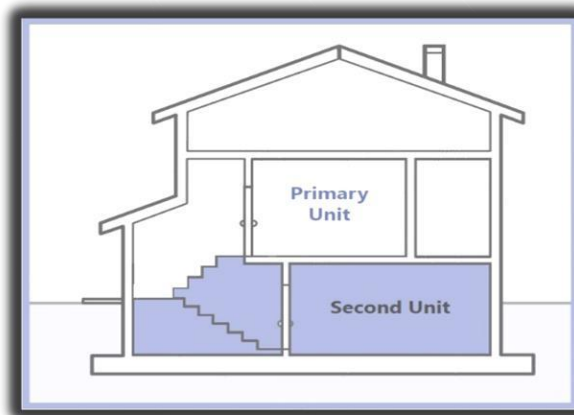
**TOWN OF WASAGA BEACH**

30 Lewis Street, Wasaga Beach  
Ontario, Canada L9Z 1A1

Tel (705) 429-1120  
Fax (705) 429-6732

Wasagabeach.com

## Accessory Dwelling Units Building Permit Approval Guide



This guide has been developed for convenience purposes only. The Owner is responsible for ensuring compliance with all Town by-laws and other applicable regulations.

**WE ARE NOW DIGITAL!**

**Registered users with the Town of Wasaga Beach's CityView portal can now submit building applications, pay for a building permit and request building permit inspections.**

To use the portal you will be required to create an account and register.

**Access the portal or create an account using the link below:**

<https://cityview.wasagabeach.com/Portal/Account/Logon>



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### Introduction

The following guide has been developed to assist applicants in obtaining a building permit to allow the development for an accessory dwelling unit in a dwelling within the Town of Wasaga Beach. This document is provided for convenience only and should not be relied upon as a substitute for construction, engineering, architectural or legal advice. The Town of Wasaga Beach does not assume responsibility for errors or oversights resulting from this document.

An accessory dwelling unit may be located in the basement or within a storey above grade in a dwelling unit and may also be referred to as a second dwelling unit, basement apartment, in-law suite etc.

This guide should not be relied on in place of professional expertise and is not intended to be a list of all requirements within the Ontario Building Code for accessory dwelling units. Further requirements may be applied considering the permit proposal that is submitted to the municipality. If you are unfamiliar with building construction procedures and/or the Ontario Building Code, it is strongly recommended that you consider the assistance of a qualified designer or architect. Hiring a qualified person to prepare your drawings can help avoid unnecessary delay during the building permit process and additional fees incurred for multiple submission attempts. Further, providing clear concise drawings to contractors hired to carry out construction works will help to avoid confusion on building code requirements at the construction stage.

A building permit is required in the Town of Wasaga Beach for creating a new accessory dwelling unit within an existing dwelling even if no construction is proposed. This guide provides a summary of information related to application preparation and the issuance of a building permit. If there is a difference between this reference document and the formal regulations and by-laws, the formal regulations will apply.

For an accessory dwelling unit to qualify as an authorized unit, it must meet:

- Zoning requirements
- Occupancy standards
- Health and safety requirements
- Other applicable law (NVCA if the lands are regulated)

If you are new to the process or are uncertain of the Town of Wasaga Beach permit application process /requirements you may also contact the Building Department at 705429-1120 or [building@wasagabeach.com](mailto:building@wasagabeach.com).



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### Zone Provisions

Your first step should be to determine the land use permissions for your lands and if an accessory dwelling unit is a permitted use. The Town of Wasaga Beach Zoning By-law provides provisions for accessory dwelling units. Currently, municipal land use documents permit accessory apartments in dwelling units but not within detached garages or second buildings. Generally, the zone provisions require:

- that the land to support the accessory dwelling unit be zoned either R1, R2 or R3
  - that the land has at least 10 metres of frontage onto a public street
- that the site is able to provide at least three (3) parking spaces on site to service the existing dwelling and the accessory dwelling unit;
- that the land is serviced by municipal water and sewer;
- that the accessory dwelling unit not exceed 45% of the gross floor area of the dwelling; and
- that the land not be located within the Flood Plain (ie zoned with an “F” such as “R1F”) nor be located within hazard lands.

The foregoing is intended to provide general zone provision information. Please contact the Planning Department at (705)-429-3847 or visit the Town of Wasaga Beach website to obtain a complete set of provisions pertaining to accessory dwelling units.

### Nottawasaga Valley Conservation Authority (NVCA)

Are your lands located within the regulatory jurisdiction of the NVCA? If so, you require a clearance or permit from this agency prior to a permit being issued by the municipality. It is strongly recommended that you discuss your project with the NVCA at 705-424-1479 to determine any restrictions or conditions that may be applicable. Not sure if your lands are regulated? Search your lands at the NVCA interactive mapping site at <https://maps.simcoe.ca/NVCA/>.

### Ontario Building Code Requirements



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The Ontario Building Code (OBC) requirements vary according to the age of the dwelling unit that is to support the accessory dwelling unit.

**Dwellings More Than Five Years Old**

When the dwelling unit is five years or older the accessory dwelling unit permit submission is reviewed under Part 9 and Compliance Alternatives of Part 11, Division B of the OBC.

**Dwellings Less Than Five Years Old**

When the dwelling unit is less than five years old, the accessory dwelling unit submission is reviewed under Part 9, Division B of the OBC; the construction requirements of the OBC are more restrictive.

**Summary of Ontario Building Code Requirements**

Ontario Building Code Requirement	A New	B 5 Years or Older Basement Not Finished	C 5 Years or Older Existing Finished Basement
<b>Smoke Alarms</b>			
Interconnection between dwelling units	Not Required	Not Required	Required – if using existing 15 minute ceiling fire separation
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).	Required	Required	Required



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<b>Carbon Monoxide Alarms</b>			
Required where a fuel burning appliance is installed or an attached garage	Yes	Yes	Yes
Shall be located adjacent to sleeping areas and installed as per manufacturer's specifications	Yes	Yes	Yes
Carbon monoxide alarms may be battery operated or plugged into an electrical outlet	No	Yes	Yes
<b>Floor Fire Separation between Units</b>			
Minimum Fire Resistance Rating	45 minutes	30 minutes	15 or 30 minutes
Minimum Sound Rating (STC)	50 STC	50 STC	Not Required if using existing ceiling assembly

<b>Wall STC and Fire Separation between Units</b>			
Minimum Fire Resistance Rating	45 minutes	30 minutes Waived if smoke alarms interconnected between dwelling units and furnace room is sprinklered	30 minutes Waived if smoke alarms interconnected between dwelling units and furnace room is sprinklered
Minimum Door Fire Protection Rating	20 FPR	20 FPR	20 FPR
Minimum Sound Rating (STC)	50 STC	50 STC	Not Required
<b>Service Rooms – Required Fire Resistance Rating for the separation of rooms containing building services that serve more than one dwelling unit</b>	1 hour FRR horizontal and vertical	30 min FRR, horizontal only	30 min FRR, horizontal only



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<b>HVAC Systems</b>			
Independent Heating Systems Required	No	No	No
Duct type Smoke Detector Required	Yes if sharing heating system	Yes if sharing heating system	Yes if sharing heating system
Fire Dampers Required Not required where a non-combustible branch duct pierces a required fire separation provided the duct: has a melting point not below 760 degrees Celsius; has a cross sectional area less than 130 cm squared; and supplies only air conditioning units or combined air conditioning units discharging air at not more than 1.2 m above the floor.	Yes if ducts penetrate fire separation	Yes if ducts penetrate fire separation	Yes if ducts penetrate fire separation
<b>Exit Requirements</b>			
A door directly to exterior and access to ground level	Yes	Yes	Yes
Entrance Through Attached Garage Permitted?	No	No	No
Entrance Through a Garage with a Separate Door and Fire Rated Egress Permitted?	Yes (45 min FRR)	Yes (30 min FRR)	Yes (45 min FRR)
Shared corridor with Fire Rated Separation Permitted?	Yes (45 min FRR)	Yes (30 min FRR)	Yes ( 30 min FRR)
<b>Door Sizes (Minimum)</b>			
Dwelling Unit Entrance or Utility Room		32"	78"
Bedroom or Rooms not mentioned elsewhere		30"	78"
Bathroom, Washroom, and Walk-in closets		24"	78"



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Doors may be lesser heights to suit ceiling heights	No	Part 11	Part 11
<b>Ceiling Heights</b>			
All Rooms - over entire floor area	6'-11"	6'-5"	6'-5"
Minimum Height under beams or HVAC duct	6'-5"	6'-5"	6'-5"
<b>Minimum Room Sizes</b>	<b>Area ft<sup>2</sup> (m2)</b>	<b>Area ft<sup>2</sup></b>	<b>Area ft<sup>2</sup></b>
Living Room	145 (13.)	145	145
Living Area combined with a kitchen and dining space (not > 2 persons and not more than one bedroom)	118 (11)	118 (11)	118 (11)
Dining Area combined with another space	35 (3.25)	35 (3.25)	35 (3.25)
Dining Area not combined with another space	75 (7)	75 (7)	75 (7)
Kitchen	45 (4.2)	45 (4.2)	45 (4.2)
Kitchen – not > 2 persons and not > one bedroom	40 (3.7)	40 (3.7)	40 (3.7)
Master Bedroom (unit must contain one)	105.5 (9.8)	105.5 (9.8)	105.5 (9.8)
Master Bedroom with a built-in closet	95 (8.8)	95 (8.8)	95 (8.8)
Other Bedrooms	75 (7.0)	75 (7.0)	75 (7.0)
Bedrooms with a built-in closet	65 (6.0)	65 (6.0)	65 (6.0)
Bedrooms combined with any other space	45 (4.2)	45 (4.2)	45 (4.2)
<b>Window Requirements for Natural Light</b>			
Laundry room, kitchen, bathroom - not required	n/a	n/a	n/a
Living and Dining Rooms (% of floor area)	10%	5%	5%
Bedrooms and other finished areas	5%*	2.5%* provided window is not a	2.5%* provided window is not a



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		means of egress or interferes with ventilation	means of egress or interferes with ventilation
<p><b>*Egress Window Requirements for Bedrooms- Size</b> – unless there is a door that exits directly to the exterior on each level that contains a bedroom there must be at least one window on the same level as the bedroom that: is .35m<sup>2</sup> in size, has no dimension less than 380mm, has no openable area less than .35m<sup>2</sup> and is openable from the inside without the use of tools - where the egress window opens into a window well, there must be at least 550 mm clearance in front of the window</p>			
<p><b>Required Plumbing Fixtures</b></p>			
A kitchen, lavatory, bath tub or shower and water closet	Yes	Yes	Yes
Laundry hookups shall be provided in each suite or be in a common area used by both units	Yes	Yes	Yes

**Note:** This guide does not cover all of the building code requirements for accessory dwelling units. The person taking responsibility for the design should refer to the Ontario Building Code for a detailed listing of all requirements.

**The County of Simcoe Secondary Suites Grant Program**

The County of Simcoe Secondary Suites Program provides financial assistance in the form of a 15-year forgivable loan of up to \$25,000 to create a secondary suite.

Further information can be viewed on the County’s website:

<https://www.simcoe.ca/ontariorenovates>





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### Electrical Safety Requirements

In Ontario electrical safety compliance inspections are conducted by the Electrical Safety Authority (ESA). Your electrical contractor should be familiar with the electrical permitting and inspection process.

The ESA will conduct a visual inspection to see if the existing wiring and electrical service are safe in addition to ensuring that electrical installations meet the requirements of the Ontario.

For more information contact the Electrical Safety Authority directly:  
By phone: 1-877-ESA-SAFE (372-7233) or the [ESA Website](#)

### Submitting an Application to Obtain a Building Permit

To submit your application to the Building Department with the Town of Wasaga Beach, please submit a complete Building Permit Application along with 2 sets of drawings showing the proposed work as outlined below, or through email to [building@wasagabeach.com](mailto:building@wasagabeach.com)

### Required Drawings

The following drawings are typically required with the submittal of a building permit application for an accessory dwelling unit to ensure that the proposed project complies with all relevant by-laws and regulations. A set of sample drawings are attached to this guide as an example only.

### Site Plan

A drawing of the property demonstrating the location of all structures on the property including their dimensions and relationship to the property lines. A plot Plan submission should include:

- Drawing Scale
- North Arrow
- Lot Lines and Dimensions
- Existing and proposed construction and dimensions



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- Setbacks to property lines
- Parking requirements including dimensions of driveways
- Entrances and Pathways serving both dwelling units to ensure that safe access is available to both

### Elevations

If an accessory dwelling unit is proposed in an existing dwelling and no new openings or changes to the façade of the building is proposed, please provide photos of each elevation (front, rear, left side, right side)

For any new openings (ie windows or doors) show the exterior walls of each side of the home and identify the direction of the wall faces. (i.e., North, West, etc.). An Elevation Drawing should include:

- Drawing scale
- Extent of new and existing construction
- Vertical and horizontal dimensions of walls, windows and doors, this will assist in evaluating fire safety between floors and around exits
- Grade level
- Exterior Cladding (i.e., siding materials)
- Roof Shape, slope and finishing material
- Exterior lighting

### Floor Plans

Floor plans to show the floor layout as viewed from above. One floor plan is required for each floor of the house to ensure that the safety of one unit does not impact another unit. Floor Plans are to include both the existing floor plan, and the proposed floor plan and should include:

- Drawing Scale
- Use of Rooms and spaces (e.g. Bath room, Kitchen, bedroom, etc.)
- Room and space dimensions
- Extent of new construction including new construction within existing building areas.
- Size, type, and location of exterior and interior walls and partitions



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- All structural elements, beams (wood, steel, etc.), columns, structural walls, etc.
- Dimensions and location of all openings (doors and windows)
- Location, dimensions and direction of all stairs
- Notes on material specification
- For homes 5 years or older, provide location of heat diffusers
- Fire separation details
- Location of plumbing fixtures and exhaust fans
- Location of Smoke and Carbon Monoxide Detectors

### Section Drawings

Drawings to show a cross sectional view of the home, typically through the stair that shows existing and proposed construction. The drawing should include:

- Drawing scale
- Floor to ceiling height, head clearances over stairs
- Details of footings, foundations, walls, floors, and the roof
- Attic and crawl space ventilation
- Fire separation details

### Other Information

Heating Ventilation Air Conditioning (HVAC) and Duct Layout Design if the accessory dwelling unit is proposed to be located in a new building or the main dwelling is less than 5 years old. If the dwelling is five years or greater, the location of the existing or proposed heat outlets are to be shown on the basement plan.

### Fees

The building permit fee for an accessory dwelling unit is calculated based on the square footage of the area of the unit and as per the fee by-law for the municipality.



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### Next Steps

Once the complete application and required fees are received Building Staff will review the application for compliance with the Ontario Building Code, zoning provisions and other applicable law requirements. Building Staff will either issue a permit or request a subsequent submission. Note that additional submissions may be subject to additional fees. Once the project has been approved and started you will require a series of building inspections to be completed. Note that a passed occupancy inspection is required prior to the accessory dwelling unit being occupied.

For further information on permit requirements for Accessory Dwelling Units, please contact the Building Department at Telephone: (705-429-1120) or Email: [building@wasagabeach.com](mailto:building@wasagabeach.com)

Additional information pertaining to Accessory Dwelling Units, may also be found on the municipal website at [www.wasagabeach.com/en/home-andproperty/resources/Second%20Dwelling%20Units%20Guide.p](http://www.wasagabeach.com/en/home-andproperty/resources/Second%20Dwelling%20Units%20Guide.p)

