

Additional Residential Unit Guide

The Corporation of the Township of Hamilton

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This guide is for informational purposes only. It is the responsibility of the Applicant/Designer to review the building code to ensure all information is complete, accurate, and up to date.

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Definitions

Additional Residential Unit: Means a self-contained residential unit containing a private kitchen, bathroom facilities and sleeping areas that may be located:

- Within a single detached dwelling or semi-detached dwelling; and/or
- Within separate structures (such as above a garage or within a detached accessory structure).

Designer: An individual or business that is responsible for the design and has the relevant qualifications as outlined in Part 3 of Division C of the Building Code.

Fire-resistance Rating (FRR): Means the time in minutes or hours that an assembly of materials will withstand the passage of flame and the transmission of heat when exposed to fire.

Fire Separation: Means a construction assembly that acts as a barrier against the spread of fire.

HVAC: Heating, Ventilation and Air Conditioner

Means of Egress: Includes exits and access to exits and means a continuous path of travel provided for the escape of persons from any point in a building.

OBC: Refers to the current amended version of the Ontario Building Code.

Public corridor: Means a corridor that provides access to exit from one than one suite.

Sound Transmission Class (STC): Means a single number rating of the airborne sound attenuation of a building assembly separating two adjoining spaces, taking into account only the direct sound transmission path.

General Provisions (all additional residential units)

Unit Area: Subject to the provisions of Section 5.44 of the Township of Hamilton's Comprehensive Zoning By-law the maximum size of an additional residential unit shall be:

- a) 98 m² (1055ft²) when constructed within a detached accessory structure;
or
- b) 186 m² (2002 ft²) when constructed within a principal single family dwelling.

Permits: Adding an additional residential unit within the principal dwelling or accessory building or structure will require a building permit.

You will need to submit electronically (.pdf format):

- Completed application to construct or demolish;
- Completed Schedule 1: Designer Information;
- Completed Energy Efficiency Design Summary (EEDS);
- Construction (permit) drawings;
- HVAC design/layout;
- Truss designs/layout (if applicable);
- Septic permit, if applicable, issued by the County of Northumberland;
- Setback permit, if applicable, issued by the County of Northumberland;
- Plumbing permit, if applicable; and
- A site sketch showing the location of the proposed accessory building, well and septic location and property line setbacks.

Inspections: Property owners or their authorized agent are responsible for informing the building department when different stages of construction are ready for inspection.

Required inspections* include:

- Footings - prior to placement of concrete;
- Foundation - drainage layer, weeping tile and stone, prior to backfilling
- Framing (both structural and non-structural) - upon completion, prior to insulation;
- HVAC system - upon completion, prior to covering;
- Insulation & Vapour barrier - upon completion, prior to covering;
- Air barrier - upon completion, prior to covering;
- Fire separation - upon completion, prior to covering;
- Occupancy - Prior to occupying accessory residential unit; and
- Final - upon completion of both interior and exterior.

*Note: Not all inspections listed may be required. Refer to issued building permit for project specific required inspections.

Room Sizes and Floor Area: The Building Code sets out minimum room sizes in dwelling units. Room sizes vary depending on whether rooms are separated by walls or the unit is open concept. The list below outlines the minimum room sizes* as required by Division B, Subsections 9.5.4 to 9.5.9. of the Building Code.

Living area.....	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.....	11 m ² (118.4 ft ²)
Master bedroom (without built-in closet).....	9.8 m ² (95 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)

*Room sizes shall be determined by an interior measurement between finished surfaces. Areas of closets or built-in cabinets are not included in minimum floor area calculations.

Windows: The size of windows required is determined by the size of the additional residential unit. Window sizes are also based on the type of room they are in. Windows may also be used as a means of egress. The percentage of floor area to window area is dependent on the age of the building.

The list below specifies the minimum window sizes as required by Division B, Article 9.7.2.3. as modified by Table 11.5.1.1.C, compliance alternative 107 of the Building Code for a building that is greater than 5 years of age.

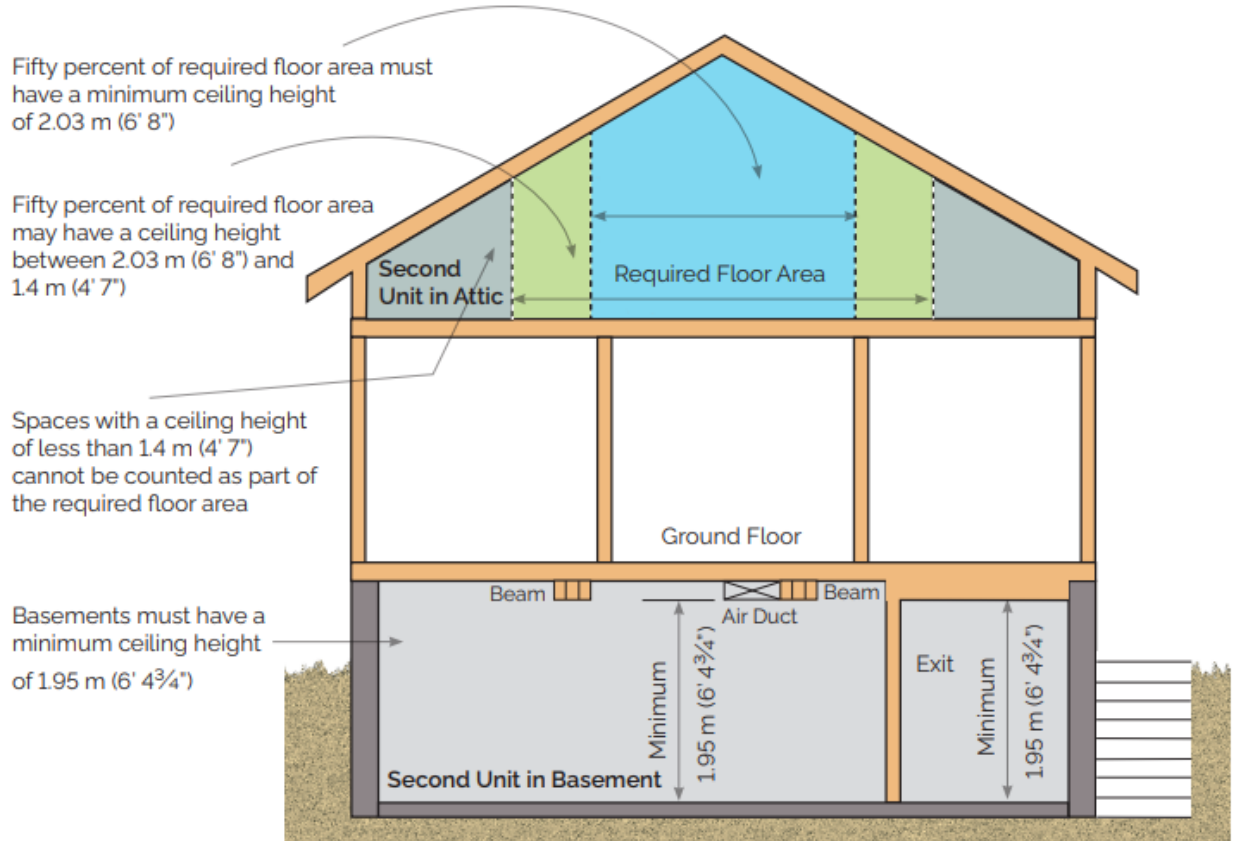
Living and dining rooms.....	5% of the floor area
Bedrooms.....	2.5% of the floor area
Laundry room, kitchen, bathroom.....	Windows are not required

The list below specifies the minimum window sizes as required by Division B, Article 9.7.2.3. of the Building Code for a building that is 5 years of age or less.

Living and dining rooms.....	10% of the floor area
Bedrooms.....	5% of the floor area
Laundry room, kitchen, bathroom.....	Windows are not required

Ceiling Heights: The Building Code specifies minimum ceiling heights for rooms. Ceiling height requirements for accessory residential units vary in different locations of a house such as basements and attics. Division B, Table 11.5.1.1.C, compliance alternative 102 of the Building Code for a building that is greater than 5 years of age.

- Within a basement - ceiling heights are permitted to be 1.95m (6'-4 3/4") over the required floor area;
- Within an attic with sloped ceilings - at least 50% of the required area has a ceiling height of 2.03m (6'-8"), but this does not include areas with low ceilings less than 1.4m (4'-7").



For a building that is 5 years of age or less, the follow ceiling heights shall apply.

- Living room, dining room or kitchen – 2.3m (7'-6 1/2") over at least 75% of the required floor area with a clear height of 2.1m (6'-10 3/4") at any point over the required area.
- Bedroom – 2.3m (7'-6 1/2") over at least 50% of the required area or 2.1m (6'-10 3/4") over all of the required area.
- Bathroom - 2.1m (6'-10 3/4") in any area where a person would normally be in a standing position.
- Hallway or main vestibule – 2.1m (6'-10 3/4").

Insulation (Energy Efficiency): Additional residential units are required to comply with the relevant provisions of the Building Code with respect to the insulation levels in the walls, ceilings and exposed floor.

Plumbing: Additional residential units will be required to contain at a minimum:

- A hot and cold water supply;
- A sink, bathtub or shower and toilet in the bathroom;
- A kitchen sink; and
- Access to laundry facilities, either in a shared laundry room or in a separate laundry area within the additional unit.

Additional residential units are required to have their own water shut-off valves.

Septic Systems: Adding additional residential unit(s) to a property served by a septic system may create a negative impact on the system. Every application for an accessory residential unit, whether within the principal dwelling or within an accessory building or structure must be accompanied by documentation from the County of Northumberland stating either:

- The existing septic system can handle the addition sewage load; or
- A permit, issued by the County of Northumberland, for a new septic system.

County of Northumberland contact regarding septic systems:

600 William Street,
Cobourg, ON
905-372-1929, ext. 2551

Electricity and Lighting: The Building Code requires that every additional residential unit contains:

- A light and switch in every room and space; and
- A light switch at both the top and bottom of stairs.

Consult the Electrical Safety Authority (ESA) for further electrical requirements.

Carbon Monoxide Alarms: Where a dwelling has a furnace that uses natural gas, propane or other similar fuel, or there is an attached garage then a carbon monoxide alarm is required. Carbon monoxide alarms may be plugged in or battery operated and must be located:

- Near bedrooms or sleeping areas in the new unit; and
- In the furnace room, if the furnace room is a separate from the unit.

Smoke Alarms: Smoke alarms are required in accordance of Subsection 9.10.19. Placement of smoke alarms must be located:

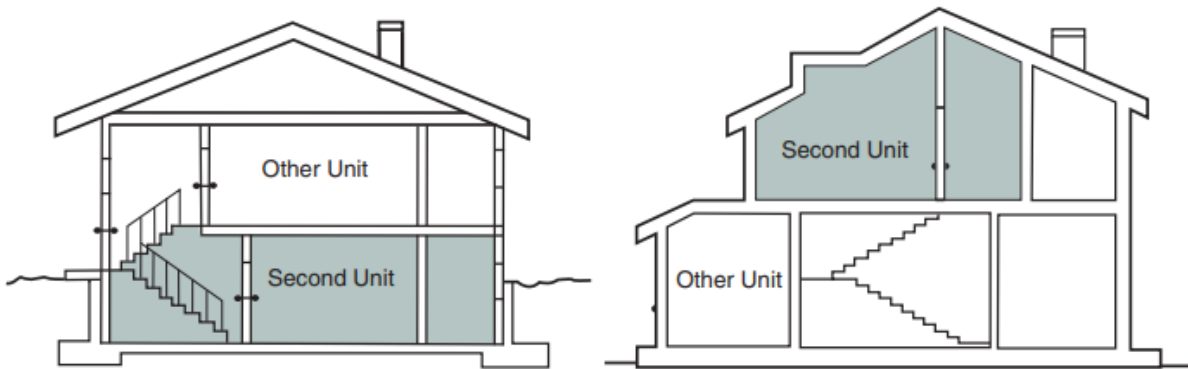
- On every level of the dwelling;

- Outside sleeping areas;
- Within each bedroom in the new unit; and
- In common areas of the house that will be shared by occupants of both units, such as entrances and laundry rooms.

Additional Residential Units (within a dwelling unit)

Where an additional residential unit is proposed to be added within a dwelling unit, along with the general provisions, the following section shall apply.

Additional residential units may be located in any part of your house. It can be all on one floor or on multiple levels. Most are built in either the basement or attic as illustrated below.



Heating and Ventilation: The Building Code allows for a single dwelling unit with an accessory unit within it to be serviced by a single furnace and common system of ducts. However, for fire safety, a special type of smoke detector in the main supply or return duct is required. This special smoke detector, when activated, will turn off the fuel supply and electrical power causing the furnace to shut down preventing the spread of smoke from one unit to another.

Something to consider: Sharing one furnace and duct system between multiple units may mean cooking smells and other odours may transfer from one unit to the next. Also, having only one thermostat that controls the temperature throughout the entire building may become an issue. As such you may choose to install a second furnace and air duct system.

Fire Safety: If the existing dwelling unit is greater than 5 years of age the Building Code requires a 30-minute* fire separation between units and all common spaces (if any) per Division B, Table 11.5.1.1.C, compliance alternatives 147, 152 & 153.

The fire separation must be continuous and include protected openings if necessary (fire dampers) to work properly. A fire separation can be a floor, wall, door with a self-closing device, or a combination of.

- Example of a 30-minute fire separation (wall): 2x4 wood studs, 1/2" drywall on both sides, and fibre-type insulation between studs.
- Example of a 30-minute fire separation (floor): Plywood subfloor, floor joists, 1/2" drywall on underside, and fibre-type insulation between joists.

*This fire separation may be reduced to 15 minutes if the entire dwelling unit contains interconnected smoke alarms.

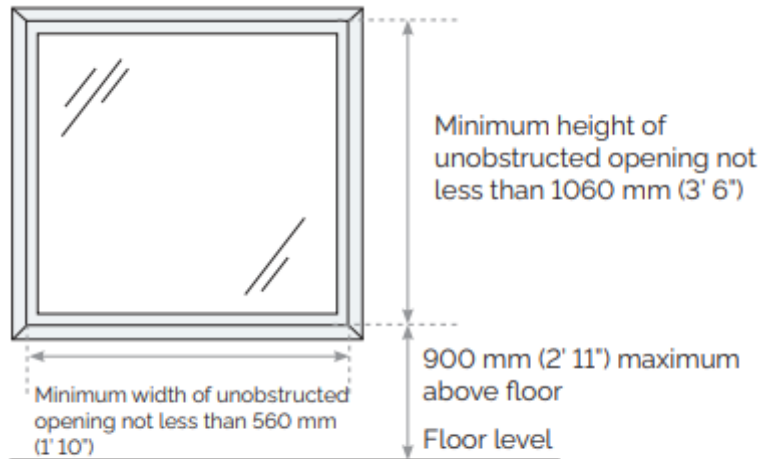
If the existing dwelling unit is 5 years of age or less the requirement is a 1-hour fire separation between units and all common spaces (if any).

- Example of a 1-hour fire separation (wall): 2x4 wood studs spaced at 406mm (16") on centre, 2 layers of 5/8" Type X drywall on side, metal resilient channel spaced not more than 610mm (24") on centre (on the side that contains 2 layers of drywall), 1 layer of 5/8" Type X on the other side and fibre-type insulation between studs. [wall assembly W4a of SB-3]
- Example of a 1-hour fire separation (floor): Plywood subfloor, floor joists, metal resilient channel spaced not more than 610mm (24"), 2 layers of 5/8" Type X drywall on underside, and fibre-type insulation between joists. [floor assembly F9d of SB-3]

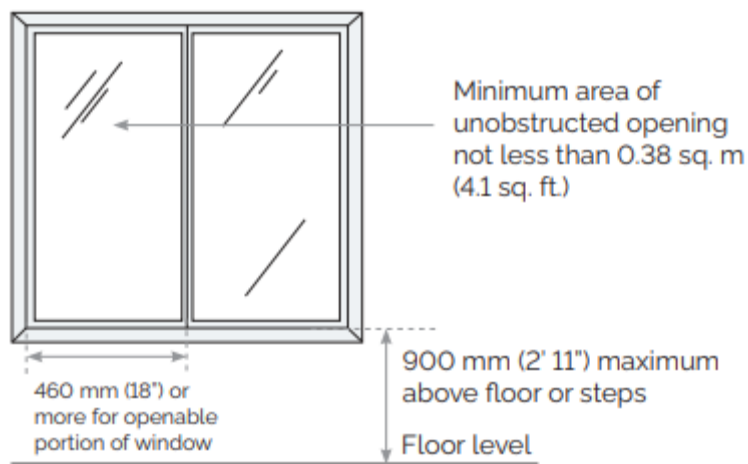
Sound Transmission: Dwelling units shall be separated from each other with an assembly (wall and/or floor) that provided a sound transmission class (STC) rating of at least 50.

Exits: A separate exterior exit shall be required for additional residential units regardless of their location within the principal dwelling unit. The separate entrance may be located at the side, rear or front of the principal dwelling unit. This separate exterior exit is exempt, and a common shared exit is permitted if:

- Such exit is constructed with a 30-minute fire separation and contains a smoke alarm that is interconnected to both units; and
- A second means of egress from the basement unit shall be provided by way of an egress window.



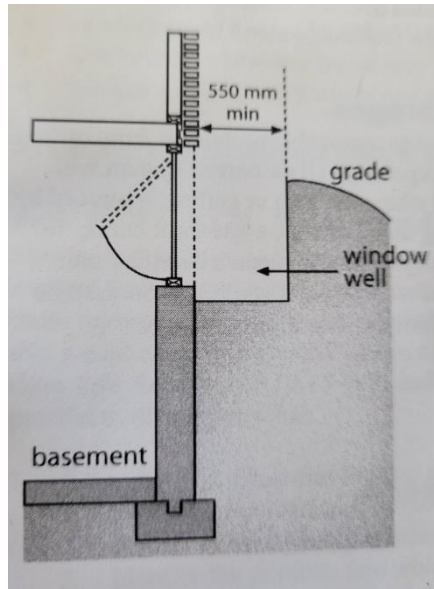
Escape window for upper floors



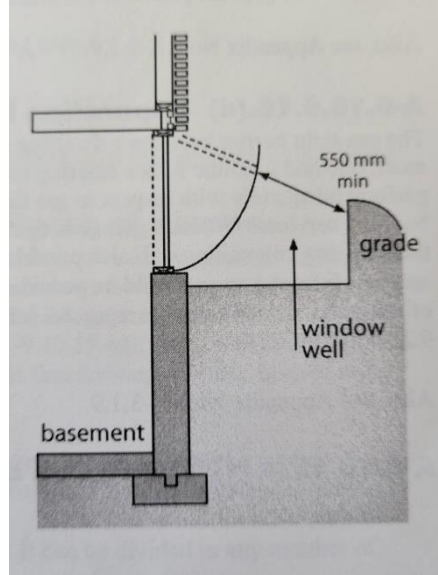
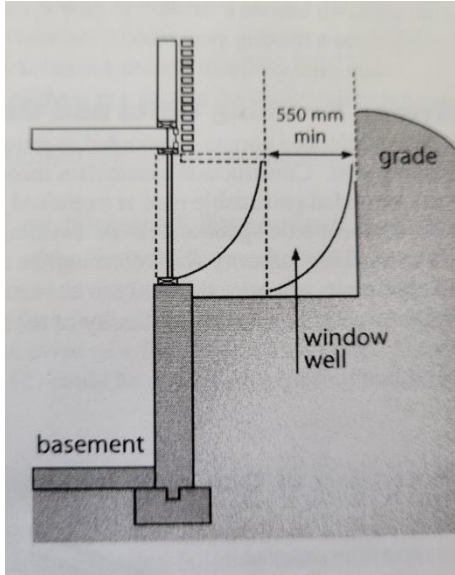
Note: Sill height no more than 1000 mm (3' 3") above or below adjacent ground level.

Ground floor or basement escape window

Basement egress windows that open into a window well shall comply with Subsection 9.9.10.



Window well section with in-swing or slider style window



Window well section with out-swing style window

Additional Residential Units (within an accessory building)

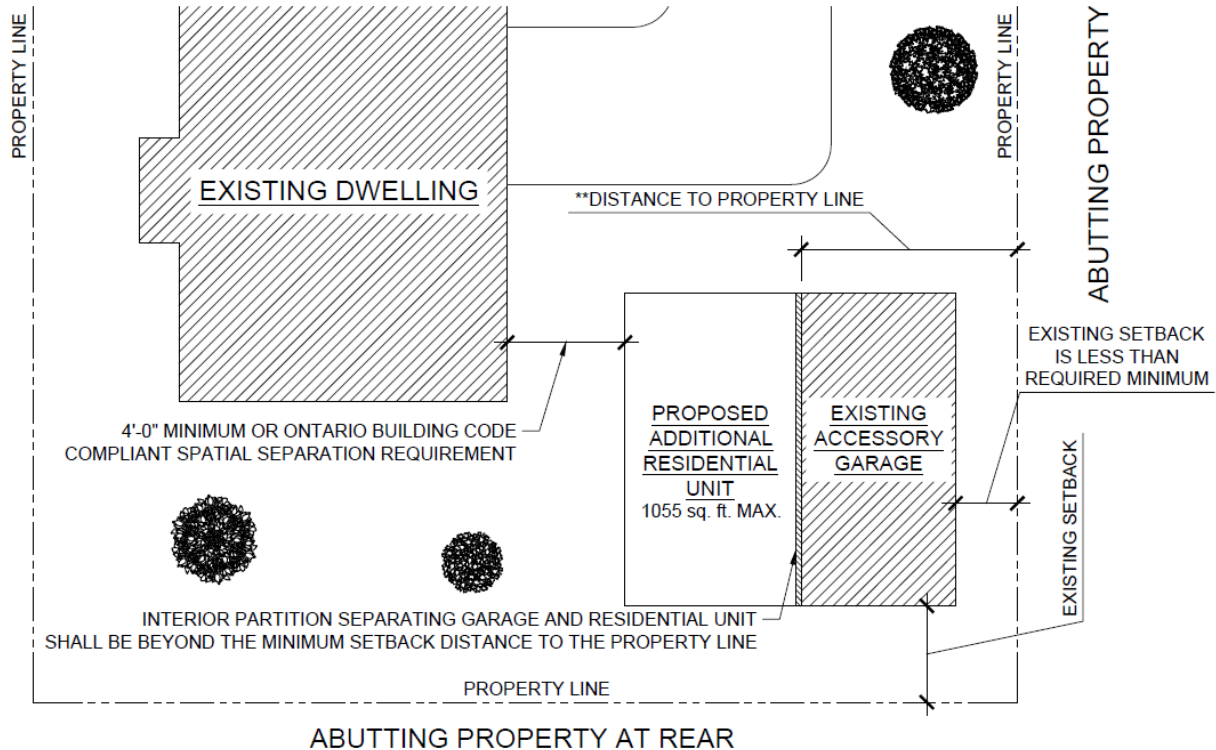
Where an additional residential unit is proposed to be added within an accessory structure, along with the general provisions, the following section shall apply.

Foundation: Where construction includes adding a second storey, it shall be the responsibility of the owner to investigate the type of foundation and whether it is able support the proposed construction.

Heating and Ventilation: Additional residential units intended for use on a continuing basis during the winter months shall be equipped with heating facilities designed in accordance with Part 6 of the Building Code.

Gas Proofing: Where an additional residential unit is proposed within a detached garage, gas proofing shall be installed in accordance Sentence 9.10.9.16.(4) of the Building Code.

Non-Complying Setback: Where an existing accessory building enjoys a legal non-complying setback and is being converted into an additional residential unit. The residential unit within the accessory building shall meet the minimum setback for the zone. See image below for further explanation.



SAMPLE SITE PLAN

* REFER TO ZONING BY-LAW 2001-58 FOR ZONE SPECIFIC LOT COVERAGES
 ** REFER TO ZONING BY-LAW 2001-58 FOR ZONE SPECIFIC SETBACK ALLOWANCES