



Planning & Development Services
Tel. 905-683-4550
Fax. 905-686-0360

TOWN OF AJAX
65 Harwood Ave South
Ajax ON L1S 2H9
www.ajax.ca

Permit to Construct Accessory Apartments - 9.8 Fire Code Residential Buildings

Prior to commencing the renovations necessary to upgrade an existing accessory apartment to comply with Section 9.8 of the Ontario Fire Code, a building permit from the Town of Ajax Building Approvals Section is required.

Fees:

- Building Permit Fee pursuant to the current Town of Ajax Building By-law
- Estimated construction value (to be checked against the TACBOC valuation)

Application Forms:

- Completed Application for a Permit to Construct or Demolish
- Letter of Authorization (For Contractors)

Drawing Submission:

- Notice of Violation Report issued by the Ajax Fire & Emergency Services
- Three Copies of Fully Dimensioned Construction Drawings including:
 - location of all smoke alarms and carbon monoxide detectors
 - where the entrance into the basement apartment is located
 - all self closing devices, the rating of all doors
 - the construction of all fire separation
 - Summary of how the Ontario Fire Code violation (refer to Notice of Violation) will be corrected

Building Approvals is located at the Town of Ajax Municipal Building, 65 Harwood Avenue South and is open Monday – Friday 8:30 a.m. thru 4:30 p.m. For permit information please contact 905-683-4550.

This is a general list of requirements and is not intended to be comprehensive.

For any additional information, please contact the Fire Prevention Office at 905-683-7791.