



**ACCESSORY APARTMENTS**  
**OLDER THAN FIVE YEARS**

**INCLUDED: LIST OF REQUIREMENTS  
SAMPLE DRAWINGS**



**Planning & Development Services**

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**TOWN OF AJAX**

65 Harwood Ave South

Ajax ON L1S 2H9

www.ajax.ca

**Permit to Construct New Accessory Apartment - OBC**

Residential Buildings

**Fees:**

- Building Permit Fee pursuant to Building Bylaw 92-2010, Schedule A, Part B, Item 8
- Estimated construction value (to be checked against the TACBOC valuation)

**Application Forms:**

- Completed Application for a Permit to Construct or Demolish
- Schedule 1: Designer Information
- Acknowledgement by Applicant of Incomplete Application
- Letter of Authorization

**Drawing Submission:**

- Two copies of a Legal Survey
- Two copies of fully dimensioned Construction Drawings, including:
  - North arrow, scale, legend of symbols, the project identity (name, address, unit #, etc.)
  - Age of the main building (more than 5 years old or less than 5 years old)
  - Cover page or title block indicating the size of the proposed unit (m<sup>2</sup>)
  - Complete dimensions of all windows and doors (horizontal and vertical)
  - Location of all smoke alarms and carbon monoxide detectors
  - Location of laundry facilities
  - Kitchen layout
  - Mechanical ventilation in the kitchen and bath area
  - Location of entrance into the basement apartment
  - Fire Separations Including the Rating and Construction
- Two copies of the Heat Loss calculations and duct layout (where necessary)

**Additional Approvals and Information:**

- Durham Region Health Department approval if the subject building is connected to or adjacent to a **Septic System**.
- Clearance from Toronto & Region Conservation Authority (if applicable)

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



# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the Building Code Act.

## For use by Principal Authority

Application number:	Permit number (if different):
Date received:	Roll number:

Application submitted to: The Town of Ajax

(Name of municipality, upper-tier municipality, board of health or conservation authority)

### A. Project information

Building number, street name	Unit number	Lot/con.
Municipality <b>Ajax</b>	Postal code	Plan number/other description
Project value est. \$	Area of work (m <sup>2</sup> )	

### B. Purpose of application

<input type="checkbox"/> New construction <input type="checkbox"/> Addition to an existing building <input type="checkbox"/> Alteration/repair <input type="checkbox"/> Demolition <input type="checkbox"/> Conditional Permit	
Proposed use of building	Current use of building
Description of proposed work	

### C. Applicant

Applicant is:  Owner or  Authorized agent of owner

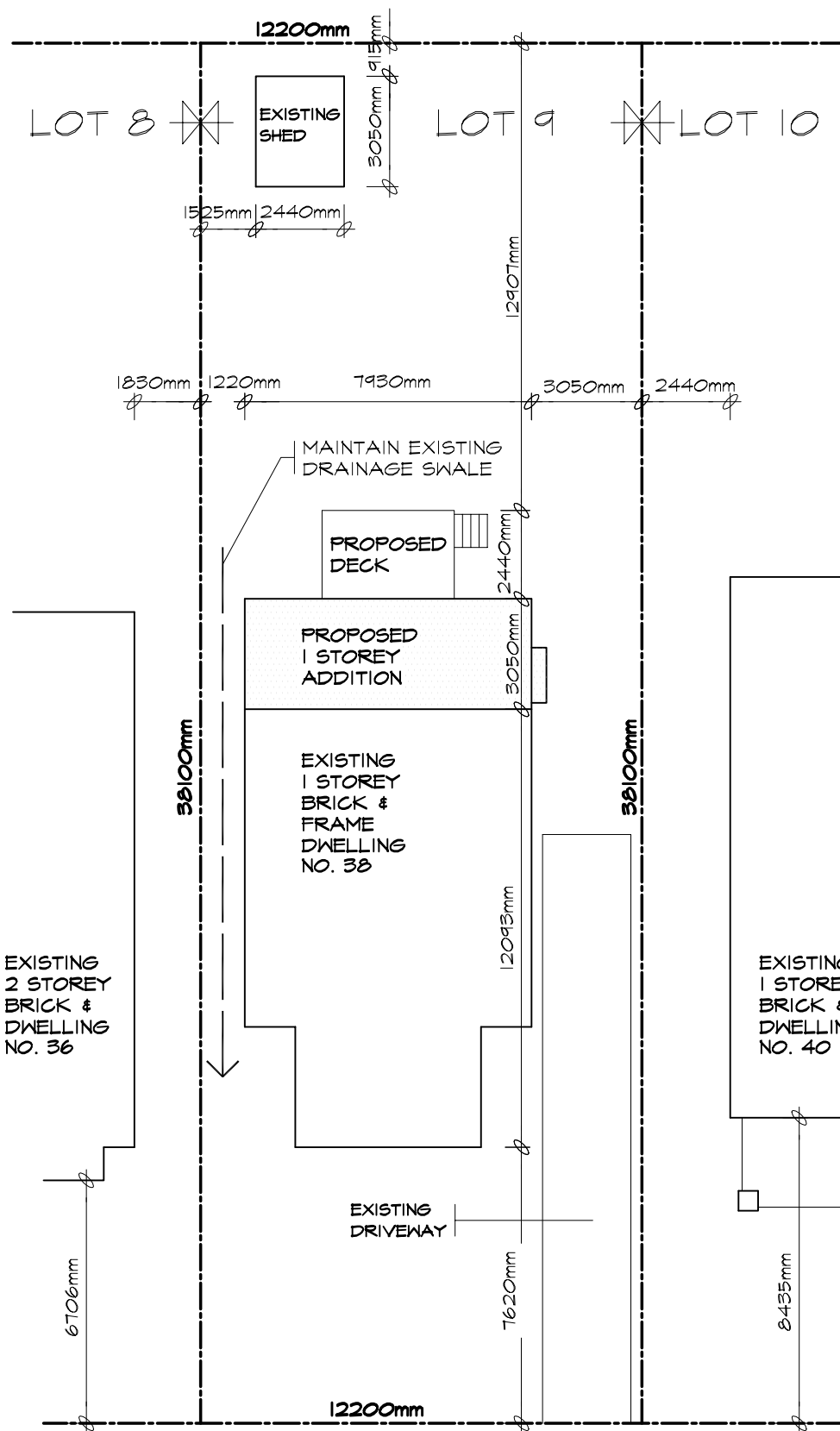
Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

### D. Owner (if different from applicant)

Last name	First name	Corporation or partnership	
Street address	Unit number	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number ( )	Fax ( )	Cell number ( )	

<b>E. Builder (optional)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number ( )		Fax ( )		Cell number ( )
<b>F. Tarion Warranty Corporation (Ontario New Home Warranty Program)</b>				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii. If yes to (ii) provide registration number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
iv) The proposed building, construction or demolition will not contravene any applicable law.			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.



### SITE PLAN

SCALE 1:200

SKETCH OF SURVEY OF  
LOT 9  
REG.'D PLAN 4220  
CITY OF TORONTO  
B.C. TRANSIT. O.L.S.  
DECEMBER 31ST, 1999

## KHALMUR CRESCENT

ZONING	LOT NO:		PLAN NO:		LOT AREA		LOT FRONTAGE		LOT DEPTH	
R2 Z0.6	LOT 9		4220		580.64m <sup>2</sup>		12200mm		38110mm	
DESCRIPTION	EXISTING	ADDITION	TOTAL	%	ALLOWED	%	SETBACKS	EXISTING	PROPOSED	
LOT COVERAGE	86.52m <sup>2</sup>	24.15m <sup>2</sup>	110.65m <sup>2</sup>	19.0	-----		FRONT YARD	7620mm	7620mm	
GROSS FLOOR AREA	86.52m <sup>2</sup>	24.15m <sup>2</sup>	110.65m <sup>2</sup>	19.0	348.39m <sup>2</sup>	60.0	REAR YARD	18390mm	12907mm	
LANDSCAPED AREA	-----	-----	-----		-----		INTERIOR SIDE (east)	3050mm	3050mm	
NO. OF STOREYS HEIGHT	1 STOREY 4550mm	1 STOREY 4550mm	1 STOREY 4550mm		10000mm		INTERIOR SIDE (west)	1220mm	1220mm	
WIDTH	7930mm	7930mm	7930mm		-----		EXTERIOR	-----	-----	
DEPTH	12093mm	3050mm	15143mm		17000mm					
PARKING	-----	-----	-----		-----					

NOTE: ZONING RESTRICTIONS VARY IN EVERY MUNICIPALITY. CONTACT YOUR LOCAL MUNICIPAL OFFICE FOR SPECIFIC SETBACKS AND OTHER LIMITATIONS IN YOUR AREA.

**TACBOC**  
STANDARD DETAIL

TITLE  
SAMPLE DRAWING  
SITE PLAN

DWG. NO.

A03a

2007

## MINIMUM ROOM AREAS

APARTMENTS FOR ONE OR TWO PERSONS WHERE SPACE IS NOT PARTITIONED	
REQUIRED SPACE	MINIMUM AREA
LIVING, DINING, KITCHEN & SLEEPING SPACE	13.5M <sup>2</sup> IN TOTAL
OTHER PARTITIONED APARTMENTS	
LIVING AREA	13.5M <sup>2</sup>
	11.0M <sup>2</sup> IF LIVING AREA IS COMBINED W/ DINING & KITCHEN SPACE
DINING AREA	7.0M <sup>2</sup>
	3.25M <sup>2</sup> IF DINING AREA IS COMBINED W/ ANOTHER SPACE
KITCHEN	3.7M <sup>2</sup>
AT LEAST ONE BEDROOM	4.8M <sup>2</sup>
	8.8M <sup>2</sup> IF A BUILT IN CLOSET IS PROVIDED
	4.2M <sup>2</sup> IF THE BEDROOM AREA IS COMBINED W/ ANOTHER SPACE
OTHER BEDROOMS	7.0M <sup>2</sup>
	6.0M <sup>2</sup> IF A BUILT IN CLOSET IS PROVIDED
	4.2M <sup>2</sup> IF THE BEDROOM AREA IS COMBINED W/ ANOTHER SPACE

## MINIMUM WINDOW AREAS FOR LIGHT

LOCATION	MINIMUM UNOBSTRUCTED GLASS AREA
LAUNDRY ROOM, KITCHEN, WATER CLOSET ROOM	WINDOWS NOT REQUIRED
LIVING/DINING ROOMS	5% OF FLOOR AREA
BEDROOMS AND OTHER FINISHED ROOMS	2 1/2% OF FLOOR AREA

- WHERE A DOOR ON THE SAME LEVEL AS A BEDROOM IS NOT PROVIDED, A WINDOW THAT IS ABLE TO BE OPENED FROM THE INSIDE WITHOUT THE USE OF TOOLS PROVIDING AN INDIVIDUAL UNOBSTRUCTED OPEN PORTION HAVING A MINIMUM AREA OF 0.35M<sup>2</sup> WITH NO DIMENSION LESS THAN 380mm SHALL BE PROVIDED. IF THIS WINDOW OPENS INTO A WINDOW WELL, A CLEARANCE OF NOT LESS THAN 550mm SHALL BE PROVIDED IN FRONT OF THE OPERATING SASH.
- NEW OPENINGS IN EXTERIOR WALLS ARE NOT PERMITTED IF THE DISTANCE FROM THE WALL TO AN ADJACENT LOT LINE IS LESS THAN 1200mm

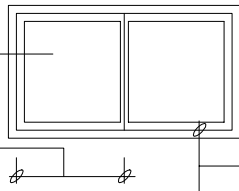
## EGRESS REQUIREMENTS

EGRESS PROVIDED FROM APARTMENT	CONDITIONS
A SEPARATE DOOR LEADING DIRECTLY TO THE EXTERIOR FROM THE ACCESSORY APARTMENT	SMOKE ALARMS IN EACH DWELLING
A 'SHARED EXIT', SUCH AS A STAIRWAY USED BY BOTH UNITS	1/2 HOUR FIRE SEPARATION AROUND EXIT, AND INTERCONNECTED SMOKE ALARMS IN BOTH UNITS AND ALL COMMON AREAS.
EGRESS AVAILABLE ONLY THROUGH ANOTHER DWELLING	AN EGRESS WINDOW MUST BE PROVIDED. INTERCONNECTED SMOKE ALARMS MUST BE INSTALLED IN BOTH UNITS, AND ALL COMMON AREAS, OR THE ENTIRE BUILDING MUST BE SPRINKLERED, AND SMOKE ALARMS INSTALLED IN BOTH UNITS.

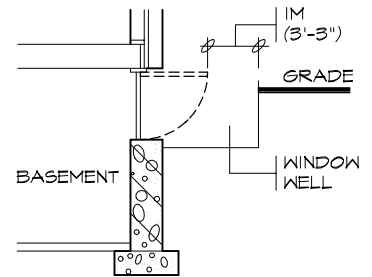
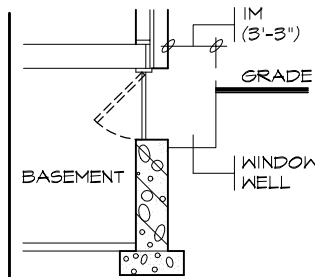
MINIMUM AREA OF UNOBSTRUCTED OPENING NOT LESS THAN 0.38 M<sup>2</sup> (4.1 SQ. FT.)

460mm (18") OR MORE FOR OPENABLE PORTION OF WINDOW

FLOOR LEVEL



900mm (2'-11") MAX. ABOVE FLOOR OR STEPS



EGRESS WINDOW

WINDOW WELL FOR EGRESS WINDOW

## SEPARATION BETWEEN UNITS

REQUIRED FIRE SEPARATIONS/CLOSURES	CONDITIONS
30 MINUTE FIRE SEPARATION (12.7mm TYPE 'X' GYPSUM BD. CEILING)	SMOKE ALARM IN BOTH UNITS
15 MINUTE HORIZONTAL FIRE SEPARATION	INTERCONNECTED SMOKE ALARMS IN BOTH UNITS AND IN ALL COMMON AREAS
NO FIRE SEPARATIONS	THE ENTIRE BUILDING MUST BE SPRINKLERED
20 MINUTE LABELED DOORS, UNLABELED MINIMUM 45mm THICK SOLID CORE WOOD DOOR OR METAL CLAD	EQUIPPED WITH SELF CLOSERS
UNRATED CLOSURES	THE APARTMENT FLOOR AREA MUST BE SPRINKLERED

## SMOKE ALARMS AND CARBON MONOXIDE DETECTORS

REQUIRED SMOKE ALARMS WITHIN EACH DWELLING UNIT	MAY BE BATTERY OPERATED EXCEPT WHERE SMOKE ALARMS ARE REQUIRED TO BE INTERCONNECTED DUE TO SEPARATION BETWEEN UNITS AND EGRESS REQUIREMENTS. ALARMS MUST BE LOCATED ON OR NEAR THE CEILING WITHIN 5M OF BEDROOM DOORS.
REQUIRED CARBON MONOXIDE DETECTORS WITHIN EACH DWELLING UNIT ADJACENT TO EACH SLEEPING AREA	MUST CONFORM TO CAN/CSA-6.19 OR UL 2034. CO DETECTORS MAY BE BATTERY OPERATED OR PLUGGED INTO AN ELECTRICAL OUTLET.

## PLUMBING, HEATING AND VENTILATION

CENTRAL HEATING SYSTEM	EXISTING SYSTEM MAY SERVE BOTH UNITS PROVIDED i) BOTH UNITS ARE EQUIPPED WITH SMOKE ALARMS, AND ii) A SMOKE DETECTOR IS INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION.
NATURAL VENTILATION (OPENABLE WINDOWS/DOORS) FOR LIVING/DINING ROOMS, BEDROOMS, KITCHEN	MINIMUM 0.28M <sup>2</sup> (3SQ. FT.) PER ROOM OR COMBINATION OF ROOMS
NATURAL VENTILATION (OPENABLE WINDOW) FOR BATHROOMS OR WATER CLOSET ROOMS	MINIMUM 0.09M <sup>2</sup> (0.97SQ. FT.)
MECHANICAL VENTILATION, IF NATURAL VENTILATION IS NOT PROVIDED	ONE-HALF AIR CHANGE PER HOUR IF THE ROOM IS MECHANICALLY COOLED IN SUMMER, AND ONE AIR CHANGE PER HOUR IF IT IS NOT.

### REQUIRED PLUMBING FACILITIES

- KITCHEN SINK
- LAUNDRY FACILITIES
- BATHROOM WITH LAVATORY, TOILET AND BATHTUB OR SHOWER STALL

TACBOC

STANDARD DETAIL

TITLE

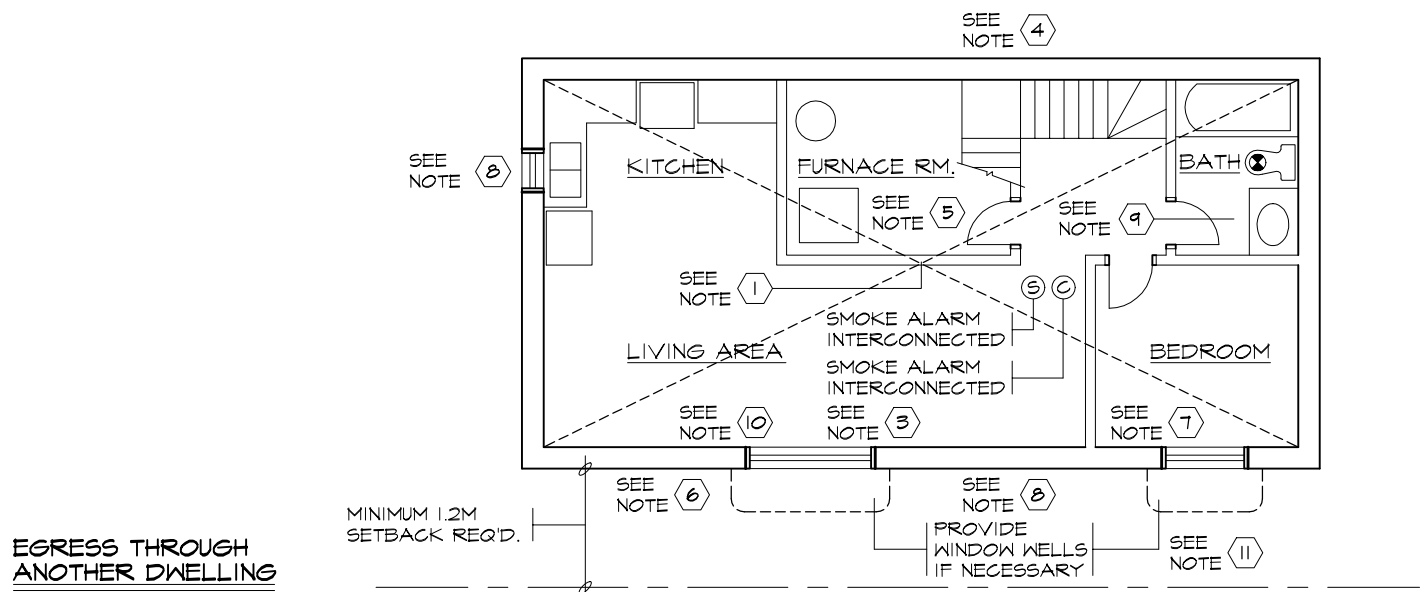
BASEMENT ACCESSORY APARTMENT

BUILDING CODE REQUIREMENTS - EXISTING BUILDING

DWG. NO.

B02a

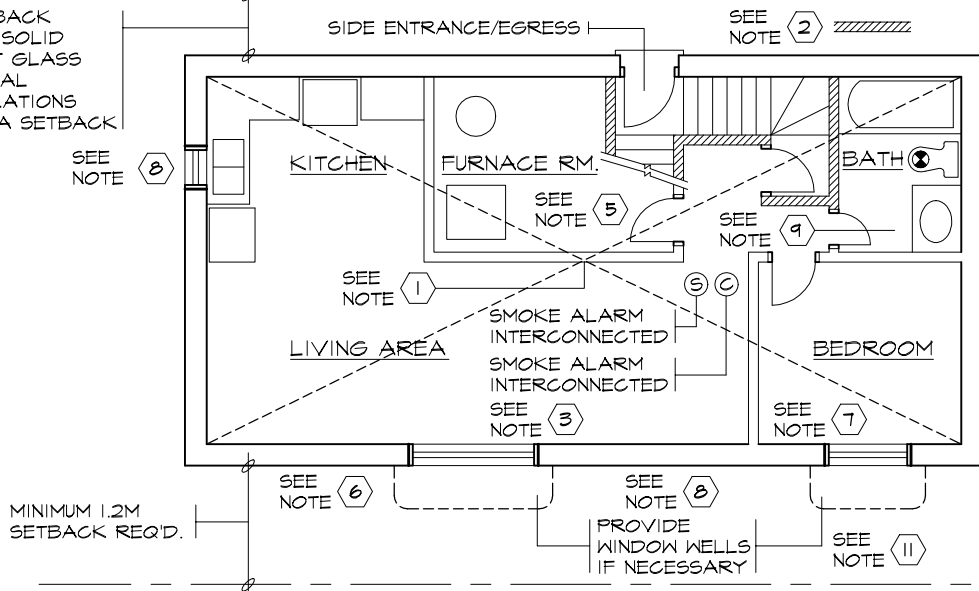
2007



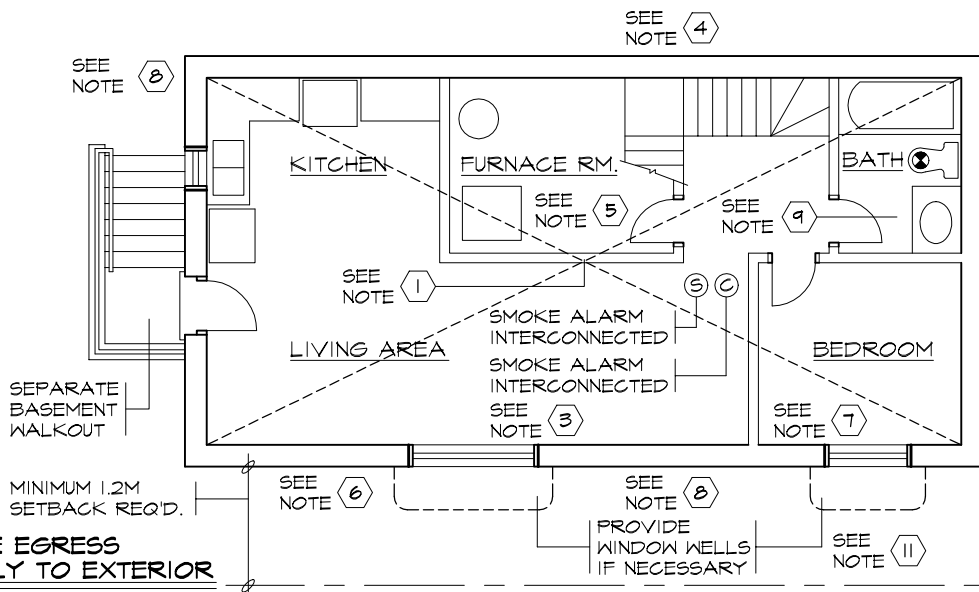
**EGRESS THROUGH ANOTHER DWELLING**

MINIMUM 900mm SETBACK RECOMMENDED FOR SOLID CORE DOOR WITHOUT GLASS PANEL UNLESS SPATIAL SEPARATION CALCULATIONS REQUIRES MORE OF A SETBACK

**WITH A SHARED EXIT**



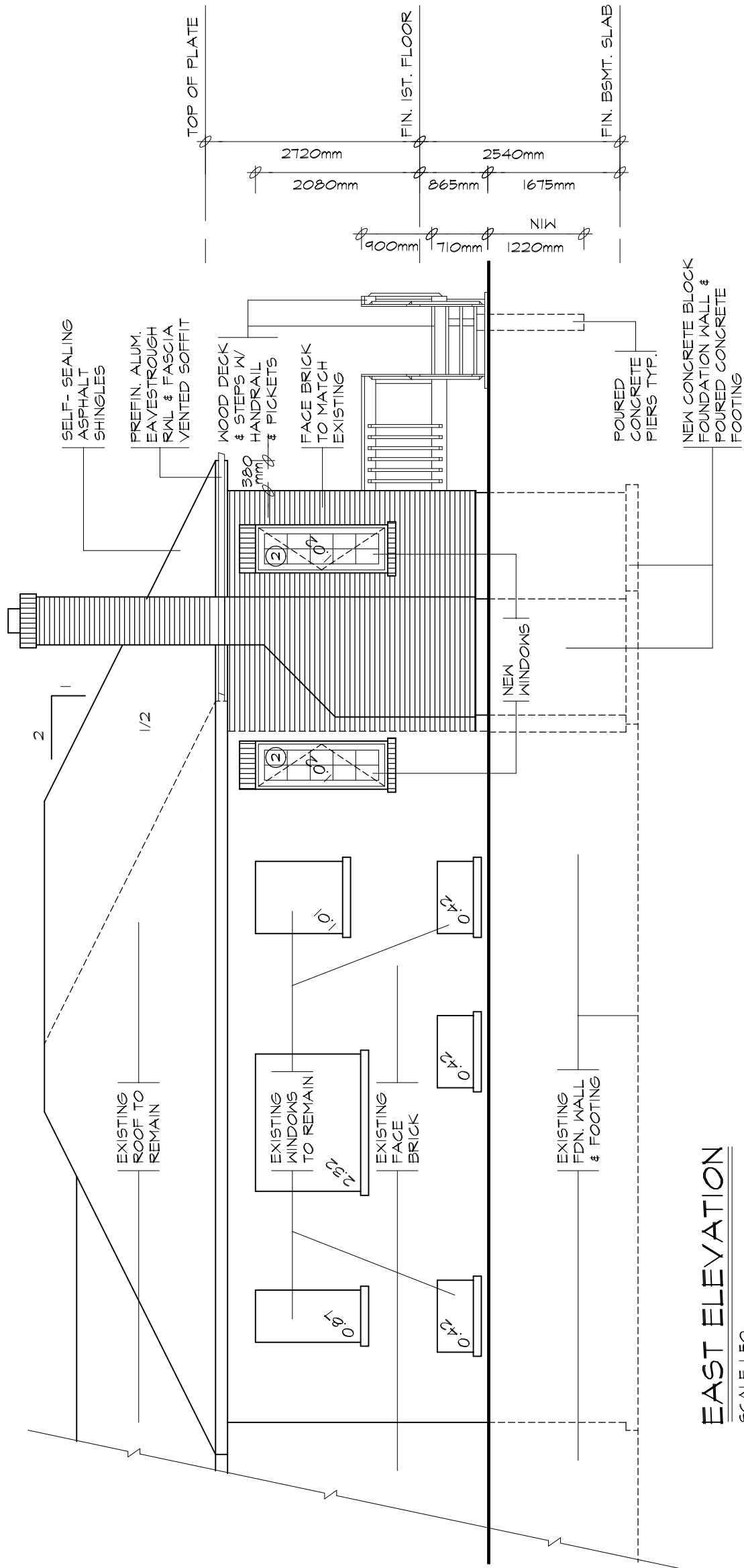
**WITH ITS OWN SEPARATE EGRESS DOOR LEADING DIRECTLY TO EXTERIOR**



**NOTES RELATING TO PLANS ABOVE 1**

1. MINIMUM 30 MINUTE FIRE SEPARATION UNLESS INTERCONNECTED SMOKE ALARMS ARE PROVIDED IN BOTH UNITS AND ALL COMMON AREAS, IN WHICH CASE, A 15 MINUTE FIRE SEPARATION WOULD ONLY BE REQUIRED. INSTALLING SPRINKLERS IN THE BUILDING WOULD WAIVE ALL FIRE SEPARATION REQUIREMENTS.
2. MIN. 30 MINUTE FIRE SEPARATION AROUND SHARED EXIT.
3. SEE REQUIRED INSTALLATION INFORMATION FOR SMOKE ALARMS & CARBON MONOXIDE DETECTORS ON ATTACHED SHEET.
4. STAIRWELL TO BE ENCLOSED AT TOP MOST, OR AT BOTTOM MOST LEVELS.
5. EXISTING FURNACE MAY SERVE BOTH UNITS PROVIDED A SMOKE DETECTOR IS INSTALLED IN THE SUPPLY OR RETURN AIR DUCT SYSTEM WHICH WOULD TURN OFF THE FUEL SUPPLY AND ELECTRICAL POWER TO THE HEATING SYSTEM UPON ACTIVATION OF SUCH DETECTOR.
6. MINIMUM 5% OF LIVING/DINING FLOOR AREA OF NATURAL LIGHT (GLASS AREA) TO BE PROVIDED.
7. MINIMUM 2 1/2% OF BEDROOM AND OTHER FINISHED ROOMS FLOOR AREAS OF NATURAL LIGHT (GLASS AREA) TO BE PROVIDED.
8. 3 SQ. FT. CLEAR OPENING OF NATURAL VENTILATION REQUIRED FOR LIVING/DINING, BEDROOMS & KITCHEN
9. 1 SQ. FT. CLEAR OPENING OF NATURAL VENTILATION REQUIRED FOR BATHROOMS. MECHANICAL VENT PROVIDING 1 AIR CHANGE PER HOUR IS ACCEPTABLE.
10. AN EGRESS WINDOW OR CASEMENT WINDOW, AS DESCRIBED ON ATTACHED SHEET, MUST BE PROVIDED IN THE ACCESSORY APARTMENT. OR, THE ENTIRE BUILDING IS TO BE SPRINKLERED AND SMOKE ALARMS INSTALLED IN BOTH UNITS.
11. FOR WINDOWS USED AS MEANS OF ESCAPE, WITHIN WINDOW WELLS, SEE ATTACHED SHEET FOR CLEARANCES.

3050mm  
ADDITION



# EAST ELEVATION

SCALE 1:50

## UNPROTECTED OPENINGS

WALL AREA	38.99m <sup>2</sup>
LIMITING DISTANCE	3050mm @ 14.43%
MAX. ALLOWABLE OPENINGS	7.50m <sup>2</sup>
TOTAL OPENINGS PROVIDED	7.50m <sup>2</sup>