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Additional Residential Units

Introduction

In order to increase housing affordability ***Ontario's More Homes Built Faster Act 2022 (Bill 23)*** allows home owners to add Additional Residential Units (ARU) to their home. This handout will focus on units being added to the primary dwelling. See the Detached Additional Residential Unit Handout for units in accessory structures. Zoning and Ontario Building Code requirements regarding additional residential units still apply.

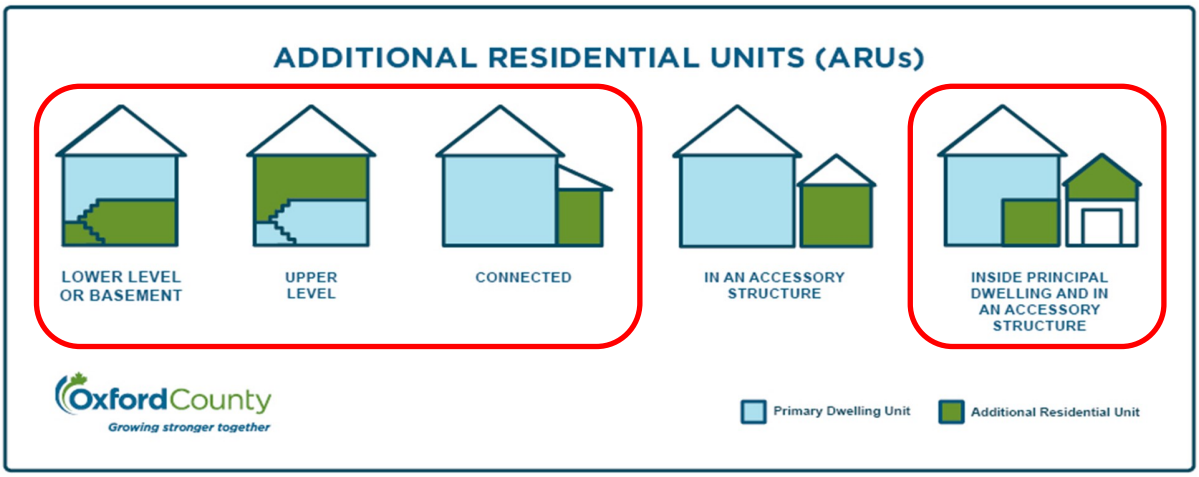
ARUs are also referred to as secondary suites, basement apartments, two-unit dwellings, granny flats, in-law suites, accessory apartments, laneway houses, coach houses, garage suites, and garden suites. ARUs can range in size from studio units to multiple bedroom units.

It is important to meet the Zoning and Building Code requirements, some of which may vary depending on the property and design.

Zoning By-Law

Properties zoned R1, R2, R3 and EC may have one primary dwelling unit and two ARUs. Each ARU will require one parking space, a separate municipal address, and a primary entrance. Zoning requirements will vary, based on the designation of your property and whether the ARU is attached to or detached from the primary dwelling. Setbacks from property lines, heights, lot coverage percentage, and other applicable zoning requirements will still apply to each permit and will need to be considered prior to submitting.

It is recommended to reach out to the building department to assist you and/or your designer further in retrieving relevant information. You can also research your property in **GLIMR** at the County of Oxford website at https://www.oxfordcounty.ca/en/services-for-you/maps.aspx



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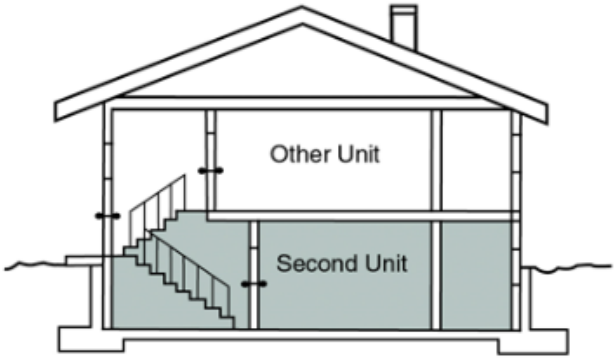
ARU Entrance

Where an ARU is attached to the principal dwelling:

- The ARU must have a separate exterior entrance either at the front, rear, or side of the dwelling, or
- A separate entrance provided through a common area within the principal dwelling unit.

Both options will require fire separations between each unit and common spaces. Each unit must have access to laundry facilities. Laundry facilities may be provided within the unit or within a common laundry room. If located in a common space, the laundry facilities must be separated from the rest of the building by fire separations.

A hard surface pathway that is a minimum of 34" wide is required from the front lot line or a public thoroughfare to the entrance of the ARU.



Parking Space

- Two parking spaces are required for the principal dwelling and one additional parking space is required for each ARU.
- A required parking space may be located within a garage provided the space is a minimum of 2.7m (8'-10 1/2") wide by 6m (19'-8 1/4") long.
- The minimum parking space size in a driveway is 2.7m (8'-10 1/2") wide by 5.5m (18'-3/4") long.
- Street parking cannot be counted towards the minimum required parking spaces as overnight street parking during the winter months is prohibited between 2am-6am.

Grading and Easements

If your design involves any changes to your grading, the construction of exterior stairs, or accessory structures:

- Confirm if your property has an approved lot grading plan as a revised grading plan may be required. Grading must allow free drainage of water away from structures and must not adversely effect neighbouring properties.
- Drainage must be maintained or improved with the ARU addition.
- Construction of an attached or detached ARUs are not permitted on an easement. Check with The Town to see if you have an easement on your property.

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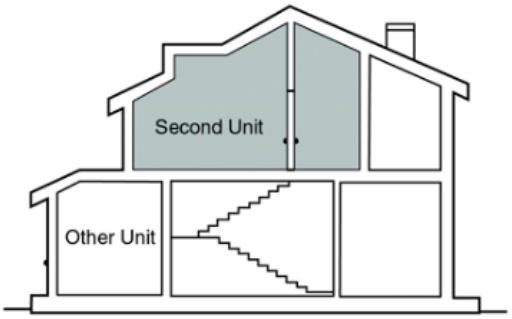
Building Permits

Drawings required for a building permit must be prepared by a qualified professional. This professional can be a BCIN designer, an architect, engineer, or a competent homeowner. Permit applications must be fully completed and include the following at a minimum:

- Building Permit Application submitted through Cloudpermit
- Schedule 1 Designer Information Form
- Site Plan / Servicing Plan (a Grading Plan may be required)
- Architectural Drawing Set
- Electrical Planning Form (Tillsonburg Hydro)
- ARU Sewage and Water System Capacity Confirmation (County of Oxford)
- HVAC Drawings and residential mechanical ventilation form,
- EEDS Form (EEDS only required for ARUs in accessory structures or additions)

Design Considerations

Design considerations that will be required by Code may vary depending on the age of your house. Some common considerations are as follows:



- Fire separations
- STC rating in separations (Sound Transmission Class)
- Exits
- Egress windows from bedrooms
- Smoke/Carbon monoxide alarms
- Minimum room sizes and window requirements
- Access to laundry facilities
- Enbridge does not require a secondary gas meter
- Sub panels may need to be installed along with primary panel upgrades to facilitate a new unit.
- Ensure adequate hydro service by consulting with Tillsonburg Hydro, call into our general line at extension x.4600. Confirm with Electrical Safety Authority (ESA).
- Separate water and sanitary services are not permitted, and new units must be connected to the existing sanitary service before it reaches the property line. Premise meters may be added after the main building meter to monitor water usage from each additional unit.
- Access to service spaces (furnace room, laundry room, electrical panel) will need to be considered as notice will need to be given to tenants in order to enter the ARU per the Landlord Tenant Act.
- Additional requirements may be applicable.

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Fire Separations

Fire separations are required between the proposed ARU, the principal dwelling., and any common spaces. A fire separation is a rated assembly (floor/ ceiling assembly, wall assembly) that has a fire resistance rating (FRR) designed to remain in place for a specific amount of time before it fails. This allows occupants time to escape the unit before life threatening injury.

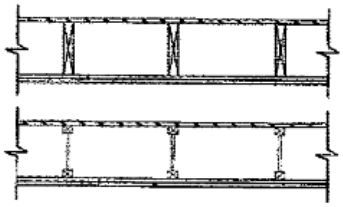
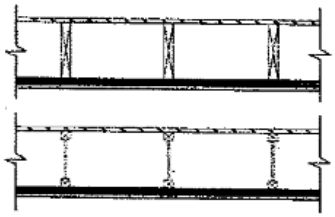
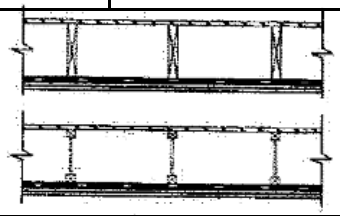
Fire separations must be continuous, meaning there can be no breaks in the fire separation between units. A wall must be rated from both directions and a floor must be rated from below.

Fire separations must have a FRR of 30 to 45 minute rating depending on the age of the building. Further reductions for the FRR may be provided if interconnected smoke/CO2 alarms are installed throughout the entire building (both units). Investigate which options are most applicable and cost effective with your designer.

Sound Transmission Class (STC)

For renovations to convert a single family dwelling into multiple dwellings, should consider the STC of the assemblies between units as noises from occupants are common a problem with adjoined units. Specifying an assembly that has a higher STC rating will increase the quality of privacy between units. The minimum STC rating for new construction between residential units is 50.

The details noted below are a few examples of wall and floor assemblies from the Ontario Building Code, Volume 2, SB-3 "Fire and Sound Resistance of Building Assemblies", with FRR and STC ratings.

F4a (Floor) FRR: 1h | STC: 33 	• Subfloor of 15.5mm (5/8") plywood, OSB or waferboard or 17mm tongue and groove lumber • On wood joists or I-joists spaced not more than 406mm (16") on center no absorptive material in cavity. • Resilient channels on one side space at 406mm (16") • 2 layers of 15.9mm (5/8") Type X gypsum board on resilient channel side
F5b (Floor) FRR: 30m | STC: 37 	• Subfloor of 15.5mm (5/8") plywood, OSB or waferboard or 17mm tongue and groove lumber • On wood joists or I-joists spaced not more than 610mm (24") on center no absorptive material in cavity. • Resilient channels on one side space at 610mm (24") • 15.9mm (5/8") Type X gypsum board on resilient channel side
F9c (Floor) FRR: 1h | STC: 51 	• Subfloor of 15.5mm (5/8") plywood, OSB or waferboard or 17mm tongue and groove lumber • On wood joists or I-joists spaced not more than 610mm (24") on center with absorptive material in cavity. • Resilient channels on one side space at 406mm (16") • 2 layers of Type X gypsum board on resilient channel side

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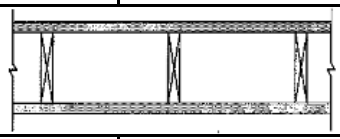
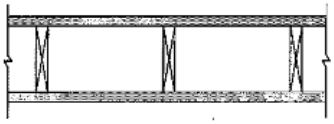
W1a (Wall)	FRR: 1h | STC: 36	• 38mm x 89mm (2"x4") wood studs spaced at 406mm (16") or 610mm (24") on center • 89mm (3.5") thick absorptive material • 1 layer of 15.9mm (5/8")Type X gypsum board on the oth-
		
W1c (Wall)	FRR: 30m | STC: 32	• 38mm x 89mm (2"x4") wood studs spaced at 406mm (16") or 610mm (24") on center • 89mm (3.5") thick absorptive material • 1 layer of 12.7mm (1/2") Type X gypsum board on the other side
		
W4a (Wall)	FRR: 1h | STC: 51	• 8mm x 89mm (2"x4") wood studs spaced at 406mm (16") on center • 89mm (3.5") thick absorptive material • Resilient channels on one side space at 406mm (16") or 610 mm (24") on center • 2 layers of Type X gypsum board on resilient channel side • 1 layer of Type X gypsum board on the other side
		
W5a (Wall)	FRR: 1h | STC: 51	• 38mm x 89mm (2"x4") wood studs spaced at 406mm (16") on center • 89mm (3.5") thick absorptive material • Resilient channels on one side space at 406mm (16") or 610 mm (24") on center • 2 layers of Type X gypsum board on resilient channel side • 1 layer of Type X gypsum board on the other side
		

Exits

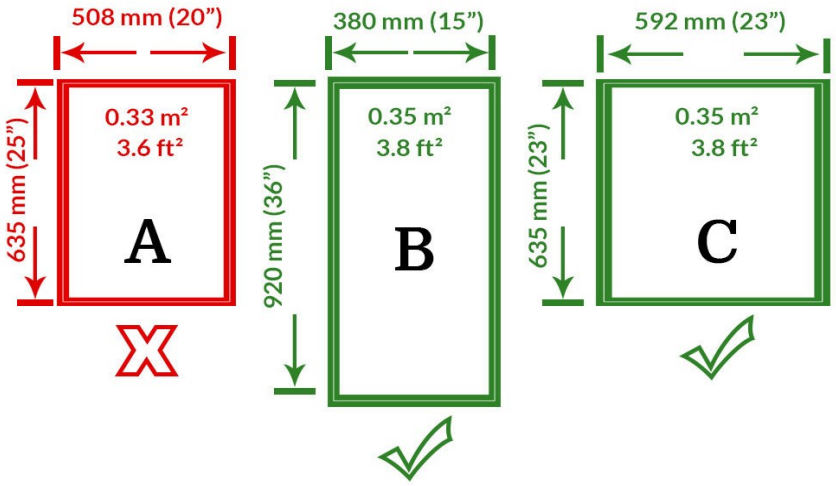
All dwelling units require access to an exit, which can be provided in a couple different ways:

- A unit may have direct access to an exit that only serves that individual unit.
- Egress is provided by a common/shared exit provided:
  - The common egress is separated from the remainder of the building by a 30 min fire separation,
  - egress cannot be through a service room, and
  - Common areas have interconnected smoke alarms with the units it serves.

Egress Windows From Bedrooms

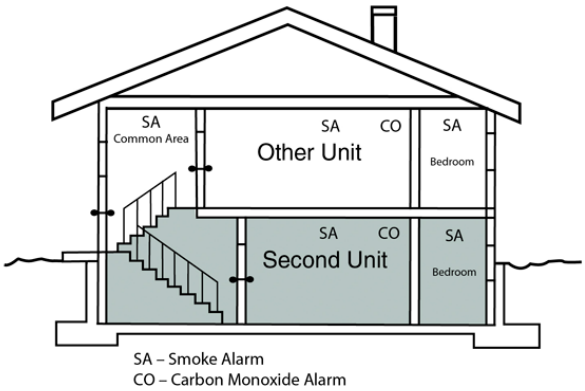
ARUs that don't have direct access to the exterior on the same level must be provided with an egress window. Egress windows must:

- have an unobstructed openable portion with a minimum area of 0.35 m^2 (3.8 ft^2) and no dimension less than 380 mm (14 15/16")(see image below). For sliding windows the minimum dimension must apply to the openable portion, without removing the window pane.
- Be operable without the use of tools,
- Opening must remain open without need for additional support.
- The window must have a maximum sill height of 1m (3'3 3/8") above floor level, unless located within the basement.
- Have a clearance of not less than 550mm (21 5/8") in front of the window where the egress windows open into a window well.



Smoke and Carbon Monoxide Alarms

- Smoke alarms must conform to CAN/ULC S531 "Smoke Alarm" Standard, check the specifications prior to purchasing these. Installation must comply with CAN/ULC-S553, "Installation of Smoke Alarms".
- Smoke alarms are required on every level of each unit, in each bedroom, outside of sleeping areas (in the hallway or room directly adjacent), and in common areas shared by units like laundry and entrances.
- Smoke alarms must have a flashing strobe when activated and tested.
- Smoke alarms are required to be interconnected within each unit, and may be required to be interconnected between the units.
- Carbon monoxide (CO) alarms are required adjacent to sleeping rooms, and in service rooms not located within a dwelling unit.
- Smoke alarms and CO detectors may be combined units.
- If multiple units share a furnace, an in-duct smoke alarm is required to be installed within the supply or return duct. It will completely turn off the fuel and electrical supply upon activation.



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General Design Requirements

The following tables contain a general summary of common Ontario Building Code requirements.

Minimum Room Sizes		
Rooms or spaces	Separate spaces	Combined spaces
Living room (more than 1 bedroom)	145 ft^2 (13.5 m^2)	145 ft^2 (13.5 m^2)
Living room (1 bedroom only)	145 ft^2 (13.5 m^2)	118 ft^2(11.0 m^2)
Dining room	75 ft^2 (7.0 m^2)	35 ft^2 (3.25 m^2)
Kitchen (more than 1 bedroom)	45 ft^2 (4.2 m^2)	45 ft^2 (4.2 m^2)
Kitchen (1 bedroom only)	40 ft^2 (3.7 m^2)	40 ft^2 (3.7 m^2)
Master bedroom with a closet	95 ft^2 (8.8 m^2)	95 ft^2 (8.8 m^2)
Master bedroom without a closet	105 ft^2 (9.8 m^2)	105 ft^2 (9.8 m^2)
Other bedroom with a closet	65 ft^2 (6.0 m^2)	65 ft^2 (6.0 m^2)
Other bedroom without a closet	75 ft^2 (7.0 m^2)	75 ft^2 (7.0 m^2)
Bedroom spaces in combination with another space	45 ft^2 (4.2 m^2)	
Bathroom and laundry facilities	Sufficient space for fixtures	
Studio apartment with combined Kitchen, Living and Sleeping areas	13.5m^2 (145.4 ft^2) plus sufficient space for a bathroom and laundry	

Minimum Unit Areas	
Studio unit	188 ft^2 (17.5 m^2)
1 Bedroom unit	188 ft^2 (17.5 m^2)
2 Bedroom unit	428 ft^2 (39.75 m^2)

Window Sizes		
Minimum unobstructed glass area of window based on Room (natural light)		
Living rooms and dining rooms	10 % of the area served	5% in buildings older than 5 years
Bedrooms	5% of the area served	2.5% in building older than 5 years

Door Sizes		
Doorway	**Minimum Width**	**Minimum Height**
Dwelling unit entrance or utility room	32" (810mm)	78" (1980mm)
Bedroom or rooms not mentioned elsewhere	30" (760mm)	
Bathroom, washroom, and walk-in closet	24" (610mm)	

Ceiling Heights	
Room or Space	**Minimum Heights over required floor area**
Living room, dining room, kitchen, or space used for these purposes	7'-6 1/2"(2.3m) over at least 75% of the required floor area and a clear height of 6'-10 3/4" (2.1m) minimum over the remainder
Bedroom or bedroom spaces	7'- 6 1/2"(2.3m) over minimum 50% of space or 6'-10 3/4" (2.1m) over all the required area
Bathroom, water closet or laundry space above grade	6'-10 3/4" (2.1m) over any area where a person would normally be standing
Basement space	6'-10 3/4" (2.1m) over at least 75% of space and at least 6'-4 3/4" (1.95m) under beams and ducts
Rooms/hallways not mentioned	6'-10 3/4" (2.1m)

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Building Date of Completion	New	Less than 5 years	Older than 5 years
Floor Fire Separations including Supporting Structure			
Fire Resistance Rating (FRR)	45 minutes or sprinklered	30 minutes or sprinklered	15 minutes** or sprinklered
Sound Transmission Class (STC) Rating	50 STC	Existing Acceptable	
Wall Fire Separations			
Fire Resistance Rating (FRR)	45 minutes	30 minutes	
Door Fire Protection Rating (FPR)	20 minutes		
Sound Transmission Class (STC) Rating	50 STC	Existing Acceptable	
HVAC System			
Independent HVAC systems required	No	No	
Duct Type Smoke Detector	Yes	Yes. The existing HVAC system may serve both units if a smoke detector is installed within the supply or return which will completely turn off the fuel and electrical supply upon activation	
Smoke Alarms			
Applies to	Only the new residential unit		New and existing
Interconnected between units	Not Required		Required**
Required locations and General requirements	Smoke alarms are required on every level, inside bedrooms and within close proximity to bedroom doors on the hall side. All smoke alarms within a dwelling unit are required to be interconnected and have a visual signaling component.		
Carbon Monoxide Alarms			
Required where a garage is attached or fuel burning appliances are installed	Yes		
Adjacent sleeping areas and installed per manufacturers specifications	Yes		
Carbon monoxide alarms may be battery operated or plugged into an outlet	No	No	Yes
** A 30 minute fire separation may be provided in lieu of interconnecting the smoke alarms between the units.			

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List of Questions To Get You Started

Zoning Requirements and Applicable Law

- ☐ The property is zoned as R1, R2, R3, or EC
- ☐ The property has the room to accommodate additional parking spaces. If not, an encroachment permit may be required to widen the driveway
- ☐ Services can be provided to the new unit (water, hydro, sanitary.)
- ☐ Municipal addressing will need to be provided for the new unit(s)
- ☐ If your proposed ARU located in an existing/new accessory structure, see *Detached Additional Residential Units* handout

Design Considerations (Consult with a qualified designer a comprehensive list)

- ☐ The minimum are requirements for the proposed unit are met.
- ☐ The windows provide the minimum natural light and ventilation requirements
- ☐ An egress window is provided. If not, which window will be adjusted or added to meet code?
- ☐ A new exterior primary entrance be added or an interior location renovated.
- ☐ The minimum fire separation and exiting requirements will be provided.
- ☐ The smoke alarms / CO detectors are in the correct locations.
- ☐ Modifications are proposed for the plumbing and HVAC systems.
- ☐ A grading plan may be required based on the size of the addition.
- ☐ Overhead wires are not located in an area where an addition is proposed. If so, contact Tillsonburg Hydro to discuss.

Funding Considerations

- ☐ Research homeowner grants from the provincial and federal governments to improve your properties efficiency and reduce your carbon footprint.
- ☐ Consult financial professionals for trustworthy advice on the project.
- ☐ Research landlord legislation and what regulates the use of the ARU legally, Certain organizations offer assistance in finding approved renters who are in need.
- ☐ Compare designer/contractor pricing in hand with trustworthy reviews.

Additional information can be found at: https://www.ontario.ca/page/add-second-unit-your-house

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