



# Secondary Dwelling Units

## Building Permit Information Guide

Revised December 2025

Building Division  
18 Manitou Crescent West  
Amherstview, ON

Mail To:  
P.O. Box 70  
263 Main St.  
Odessa, ON K0H 2H0

613-386-7351 | [www.loyalist.ca](http://www.loyalist.ca)

### Office Hours

September through April  
Mon – Fri 8:30 am – 4:30 pm

May through August  
Mon – Thu 8:15 am -4:30 pm  
Fri 8:15 am – 12:15 pm

# Building Permit Information Guide for Secondary Dwelling Units

## Introduction

This guide has been developed to assist homeowners in obtaining a building permit to allow the development of a secondary dwelling unit. The guide should not be relied on in place of professional expertise. If you are unfamiliar with building construction procedures the assistance of a qualified designer can save time and money. A number of processes must be completed before starting the construction of a secondary unit. A building permit is required in all circumstances.

## How to Apply

- Conveniently apply through the Township's web portal online. Apply for permits, check the status of applications and inspections, and estimate permit fees - all from the comfort of home. [www.cityviewcanada.harriscomputer.com/loyalistportal](http://www.cityviewcanada.harriscomputer.com/loyalistportal)
- Apply in person at 18 Manitou Cr. W., Amherstview. Office hours are September through April Monday to Friday, 8:30 am to 4:30 pm and May through August Monday to Thursday, 8:15 am to 4:30 pm, Friday 8:15 am to 12:15 pm.

## Required Information

Please see the next page for a comprehensive list of required items. Providing a complete application submission allows for timely reviews and approvals.

## What's Next?

Complete applications will be reviewed within 10 business days. A building inspector will contact the applicant once the review is complete. A correction notice will be issued if any deficiencies are noted. Permit fees are payable upon application approval.

If an application is deemed incomplete, applicants will be notified via email. The application will be placed on hold until all outstanding items are received. Applications that remain inactive for 90 days may be cancelled.

## Payments and Permit Fees

Fees are payable by cheque or debit at our office which is located at 18 Manitou Cr. W., Amherstview. Credit card and online payments are not accepted.

A \$100 non-refundable deposit is collected when the permit is applied for. All other fees will be calculated during the review process and collected upon application approval.

- Building permit fee - \$18.73 per \$1,000 of construction value
- Construction value is calculated at a rate of \$145 per square foot
- Plumbing fixtures - \$10 per fixture
- Water meter (if requested) \$550 plus \$35 connection fee. If an additional meter is requested.
- Entrance Permit - \$50 inspection fee + \$100 application fee + \$2,500 refundable damage deposit

## Inspections

Inspections are conducted at various stages of construction including framing, mechanical and plumbing rough-ins, prior to drywall and final/occupancy.

## Questions

If you have any questions about the permit application process, please don't hesitate to contact Ashley Watson, Development Analyst, at 613-386-7351, ext. 128, or [awatson@loyalist.ca](mailto:awatson@loyalist.ca).

## Commitment to Accessibility

If you are a person with a disability and need Loyalist Township information in another format, please contact 613-386-7351, extension 100, during office hours or email [info@loyalist.ca](mailto:info@loyalist.ca).

# Zoning By-law Requirements

*To view the Zoning By-law in its entirety please visit our website [www.loyalist.ca](http://www.loyalist.ca).*

## Permitted Locations

Secondary dwelling units are generally permitted on residentially zoned properties in the urban settlement area, where water and sewer services are available. A maximum of three units are permitted. All three units may be located within the dwelling, or two units within the dwelling and one unit within an accessory structure.

## Parking Spaces

Parking spaces are required under the Zoning By-law in accordance with the following provisions:

Unit	Number of Required Spaces
Primary	2 spaces
Secondary	1 space for each additional unit

Each parking space shall have a minimum area of 18 square metres and being not less than 3 metres in width and not less than 6 metres in length.

## Unit Access

Access to the secondary unit must be from the side or rear of the dwelling, or by shared use of the front entrance.

## Driveway Widening and Entrance Permits

An entrance permit is required to widen the driveway. Widening the driveway includes the addition of an adjacent walkway. An entrance permit application form is included with this guide.

- Maximum driveway width – 7.5 metres
- Minimum setback to side lot line – 1.2 metres or 1.5 meters from an easement

# Building Code Requirements

This information is sourced from the Ontario Building Code 2024. This data is for informational purposes only. Where a discrepancy occurs between this data and the Building Code, the Building Code shall be deemed as correct. Seek professional help should you not be familiar with the Building Code requirements.

## Minimum Room Size Requirements

Building Code Requirement	Minimum Room Size
Living Room	13.5m <sup>2</sup> (145 sq. ft.)
Living Room combined with a kitchen and a dining area (intended for not more than 2 persons)	11.0m <sup>2</sup> (118 sq. ft.)
Dining Room	7.0m <sup>2</sup> (75 sq. ft.)
Dining Room if combined with other spaces	3.25m <sup>2</sup> (35 sq. ft.)
Kitchen Area	4.2m <sup>2</sup> (45 sq. ft.) (3.72m <sup>2</sup> permitted for single bedroom dwelling units.)
Master Bedroom	9.8m <sup>2</sup> (105 sq. ft.)
Bedroom	7.0m <sup>2</sup> (75 sq. ft.)
Bathroom	Sufficient space to accommodate a toilet, sink, and bathtub or shower stall.

## Minimum Required Ceiling Height

Building Code Requirement	Houses Less than 5 years old	Houses greater than 5 years old
Living Room	Not less than 1.95m (6'-4")	Not less than 1.95m (6'-4")
Living Room combined with a kitchen and a dining area		
Dining Room		
Dining Room if combined with other spaces		
Kitchen Area		
Master Bedroom	Not less than 1.95m (6'-4")	
Bedroom	Not less than 1.95m (6'-4")	
Under beams and ducting	Not less than 1.85m (6'-1")	Not less than 1.85m (6'-1")
Height over stairs	1.95m (6'-4") or if located under beams and ducting shall be not less than 1.85m (6'-1")	Not less than 1.8m (5'-11")
Doorway Height	1.89m (6'-3")	1.89m (6'-3")

## Minimum Window Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Living Room	10% of area served	5% of area served
Dining Room	10% of area served	5% of area served
Kitchen Area	No window required	No window required
Master Bedroom	5% of area served	5% of area served
Bedroom *Also see egress requirements	5% of area served	5% of area served

## Smoke Alarms and Fire Protection

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Smoke Alarms 9.10.19	<p>Interconnected smoke alarms are required.</p> <ul style="list-style-type: none"> <li>-At least one smoke alarm per storey.</li> <li>-1 required in each sleeping area.</li> <li>-Required in ancillary spaces and commons spaces not within a dwelling unit in a house with a secondary suite.</li> <li>-A smoke alarm shall be in the hallway and area outside of the sleeping area.</li> <li>-A permanent electrical connection and battery backup are required.</li> <li>-Visual signaling component required.</li> </ul>	Smoke alarms may be battery operated.
Carbon Monoxide 9.32.9.3A	<p>Carbon monoxide alarms are required adjacent to each sleeping room and on each floor without a sleeping room.</p> <ul style="list-style-type: none"> <li>-Carbon monoxide alarms are required in a sleeping room that has a shared wall, floor, ceiling assembly with a garage or adjacent to an attic or crawl space which is adjacent to a garage.</li> <li>-Carbon monoxide alarms must be permanently connected to an electrical circuit.</li> <li>-Must be interconnected with other carbon monoxide alarms within the suite.</li> <li>-Carbon monoxide alarms are required to have a visual signaling device.</li> </ul>	May be battery operated or plugged into an electrical outlet.
Fire Protection	<ul style="list-style-type: none"> <li>-45-minute horizontal and vertical fire separation is required between units including supporting construction.</li> <li>-Dampers and fire stopping required.</li> <li>-20-minute fire rated doors between the units with closers.</li> <li>-Central vacuum systems cannot serve more than one suite.</li> </ul>	<ul style="list-style-type: none"> <li>-Fire resistance rating for fire separation is waived where the building is sprinklered</li> <li>-Central vacuum systems cannot serve more than one suite.</li> <li>15 min horizontal separation acceptable where smoke alarms provided in each dwelling unit and common space and alarms are interconnected C156 Part 11</li> <li>-9.10.11.2 Fire wall not required, Party wall permitted to be constructed as 1 h FRR fire separation dwellings with secondary suite or for 2 houses with secondary suite including common space.</li> </ul>

<p>Openings in fire separations. 9.10.9, 9.10.13, Part 11</p>	<ul style="list-style-type: none"> <li>- Fire stop systems are required to be installed around openings in fire separations.</li> <li>- Doors in a fire separation are required to have a rating of 45 minutes. 9.10.13.1</li> <li>- 20 minute rated door allowed in 45 minute fire separation</li> <li>- Central vacuum systems cannot serve more than one suite. 9.10.9.21</li> </ul>	<ul style="list-style-type: none"> <li>- Existing piping for drain, waste, vent and central vacuum systems are acceptable if installed in an existing fire separation</li> <li>- Existing functional closures are acceptable subject to other requirements.</li> <li>- 20-minute fire rated doors required between units with closers.</li> <li>- Central vacuum systems cannot serve more than one suite. 9.10.9.21</li> </ul>
<p>Sound attenuation</p>	<p>-Sound attenuation required between units. Minimum STC rating of 50 Required</p>	<p>Sound attenuation required between units. Minimum STC rating of 43 required. or specific construction per C181 in Part 11.</p>

## Heating System Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Heating System	Principal and second residential unit require separate heating systems.	Existing system may serve both units; a smoke detector must be installed in the supply and return air duct which would turn off the fuel supply and electrical power to the heating system when triggered.

## Egress Requirements

Building Code Requirement	Houses less than 5 years old	Houses greater than 5 years old
Safe Building Egress Division B – Part 9 9.9.10.1	<p>Unless a door at the same floor level provides access directly to the exterior, there must be a minimum of one window for egress that meets the following criteria:</p> <ul style="list-style-type: none"> <li>-openable from the inside without tools</li> <li>-provides an individual, unobstructed open portion having a minimum area of 0.35m<sup>2</sup> (3.8 ft.<sup>2</sup>)</li> <li>-no dimension less than 380mm (15")</li> <li>-does not require additional support to keep it open</li> </ul> <p>- Shared egress requirements 9.9.9.3.(2) apply in some situations.</p>	Existing window sizes are acceptable if there is direct access to the exterior by means of a door.
Emergency lighting 9.9.12	- Does not apply to a house with a secondary unit.	- This Subsection applies only in one situation in (b) C139 under Part 11.

## Building Permit Application Checklist for Secondary Dwelling Units

Items required for a complete building permit application submission:

- ☐ Building permit application
- ☐ Schedule 1: Designer Information form
- ☐ \$100 Deposit (payable by cheque or debit at 18 Manitou Cr. W., Amherstview)
- ☐ Copy of Deed/Land Transfer (copies may be obtained online at [www.onland.ca](http://www.onland.ca))
- ☐ Agent Authorization form (required if the property owner is not submitting the application)
- ☐ Copy of Survey
- ☐ Drawings shall be able to fully demonstrate the intention of construction. The drawings shall be fully dimensioned and to scale (min 1/8" = 1') upon substantial material and electronic format (PDF), and shall include but not limited to:
  - Floor plan of existing dwelling
  - Floor plan of proposed unit including dimensions, room uses, location of plumbing fixtures, electrical layout, door sizes, and window sizes
  - Location of entrance for secondary unit
  - Ceiling heights
  - Location of smoke alarms and carbon monoxide detectors
  - Details of fire separation between units
  - Location of fire-rated doors, where required
  - Location and dimensions of egress windows, where required
  - All drawings to include title block which shall include the date, designer's name, location of construction and scale of drawings
- ☐ Heat loss calculations and duct design prepared by a qualified designer
- ☐ Plot plan indicating the following:
  - Civic address
  - Lot dimensions and lot area
  - Location of existing structures
  - Location and dimensions of parking spaces
  - Total width of driveway and setbacks to side lot lines
  - Location of entrance to secondary unit including any existing or proposed walkways
  - Location of proposed structures including dimensions and setbacks to all lot lines
- ☐ Entrance permit from Loyalist Township if driveway widening will occur





# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

**NOTE: A copy of the deed to your property is required prior to permit issuance.**

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name		Unit number	Lot/con.	
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b> 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 (      )		
<b>D. Owner (if different from applicant)</b>				
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.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	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.			Yes	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> .			Yes	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.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
<p>I _____ declare that:</p> <p style="text-align: center;">(print name)</p> <p>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.</p> <p>2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.</p> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of applicant</span> </p>				

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.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>				
Building number, street name			Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description		
<b>B. Individual who reviews and takes responsibility for design activities</b>				
Name		Firm		
Street address			Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number (     )	Fax number (     )		Cell number (     )	
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>				
House	HVAC – House	Building Structural		
Small Buildings	Building Services	Plumbing – House		
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings		
Complex Buildings	Fire Protection	On-site Sewage Systems		
Description of designer's work				
<b>D. Declaration of Designer</b>				
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>The information contained in this schedule is true to the best of my knowledge.</li> <li>I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p>_____</p> <p style="display: flex; justify-content: space-between;"> <span>Date</span> <span>Signature of Designer</span> </p>				

**NOTE:**

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) (c) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

# Agent of Record Letter



Please complete in full if: the owner is not the applicant, or the owners wish to have an agent speak on their behalf.

If there are multiple owners, please have an Authorization letter from each owner.

**If an agent is representing the owner(s), they must complete the following:**

I, (we) \_\_\_\_\_ being the  
registered owner(s) of the property.

Hereby authorize \_\_\_\_\_ to prepare, submit and  
obtain a building permit, on my behalf, for the project at \_\_\_\_\_.

**Please check appropriate box:**

<input type="checkbox"/> Construct	<input type="checkbox"/> Install	<input type="checkbox"/> Alter/ Repair	<input type="checkbox"/> Renovate
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Describe work:


\_\_\_\_\_  
Print Name of Owner

\_\_\_\_\_  
Print Name of Agent

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Agent

\_\_\_\_\_  
Date

## ENTRANCE PERMIT / DAMAGE DEPOSIT APPLICATION FORM

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

\_\_\_\_\_

BLDG. PERMIT #: \_\_\_\_\_

\_\_\_\_\_

R-PLAN #: \_\_\_\_\_

APPLICATION ADDRESS: \_\_\_\_\_

LOT #: \_\_\_\_\_

\_\_\_\_\_

CONCESSION #: \_\_\_\_\_

### ENTRANCE APPLICATION / DAMAGE DEPOSIT : (Check appropriate selection)

- ☐ New Entrance Permit (for building permit)
- ☐ Culvert Repair/Replacement
- ☐ Entrance Widening
- ☐ Access for Pool Installation
- ☐ Building construction in excess of \$10,000
- ☐ Paving Resurfacing

**\*\*For all new Driveway/Entrance Applications, please provide a quick sketch illustrating proposed location\*\***

### APPLICABLE FEES: (as per municipal by-law prescribing miscellaneous fees)

**All applications: must include a \$50.00 inspection fee (non-refundable)**

**New Driveway/Entrance Permit: \$100 application fee (non-refundable)**

**On approval of application: \$2,500.** Refundable Damage Deposit required prior to commencement of work (for Road/Right-of-Way only, does not permit for any crossing or use of any other public lands or public places)

**Culvert Installation Cost: \$1,800** per 6 metre culvert and for installations requiring in excess of 6.0 m of pipe the additional fee will be **\$150** for each metre (Size and Length of culvert to be determined by the Township, as per each install)

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

### TOWNSHIP USE ONLY

With approval of this Entrance Permit, the owner/applicant agrees that the work will be carried out under the current versions of the Ontario Health & Safety Act, Ontario Traffic Manual and Township Policy & Procedures

Entrance Permit Approved By: \_\_\_\_\_

Inspection Fee\*\* \$ 50.00

New Entrance Application \$ 100.00

Culvert Fee \*\* \$ .

Damage Deposit \*\*\* \$ .

Total Fee \$ .

Culvert Required: L Dia.

Date of Inspection: \_\_\_\_\_

\*\*Application & culvert fee (1-4-310-0148) \*\*\*Damage deposit: (1-2-023-9711)

☐ If damage deposit collected, scan copy of this form and payment receipt to GL Clerk.

## **DAMAGE DEPOSIT**

### **PRE-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

Comments: \_\_\_\_\_

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &  
Damage Deposit Applications

**Damage Deposit Required:** Y: ☐ N: ☐ Date of Deposit \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### **POST-CONSTRUCTION INSPECTION:**

Inspection By: \_\_\_\_\_

Date of Final Inspection \_\_\_\_\_

Comments: \_\_\_\_\_

(Pictures to be saved on file) –

P:\01-Public Works\Entrance Permit &  
Damage Deposit Applications

### **DAMAGE DEPOSIT RELEASE:**

Amount \$ \_\_\_\_\_ Release from 1.2.021.9711

Comments: \_\_\_\_\_

\_\_\_\_\_  
Signature of Inspector

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Deputy  
Treasurer

\_\_\_\_\_  
Date

☐ Copy to GL Clerk

### **ADDITIONAL DETAILS:**