

# Residential Construction Guide

## Secondary Suites

### A building permit is required when you wish to:

- finish a basement
- construct a secondary suite
- refer to [tol.ca/building](http://tol.ca/building) for guidelines on other projects requiring a permit

A secondary suite is permitted to be constructed within a detached, fee simple, single-family dwelling. Secondary suites are not permitted in a multi-family unit, townhouse, row house or manor house.

All secondary suites are required to have a building permit whether they are being considered as an alteration to an existing dwelling or are being included in the building permit for a new single-family dwelling under construction. Secondary Suites are limited to 120m<sup>2</sup> (1291 sq ft) of finished living area (does not include common laundry facilities or common egress areas).

## Application

It has never been simpler, faster or more convenient to apply online for your secondary suite building permit at [tol.ca/buildingpermits](http://tol.ca/buildingpermits). If you require assistance with submitting your application digitally, please contact the Permits, Licences and Inspections Division.

### The applicant must provide:

- a Building Permit Application form, completed and signed
- secondary suite checklist
- a current Title Search or Freehold Transfer (no older than 30 days prior to permit application)
- floor plans, drawn to scale
- an Agent Authorization form signed by the owner (if applicable)
- for properties serviced by a septic system, the following information must be completed by the Registered Onsite Wastewater Practitioner (ROWP):
  - floor plan, - signed and sealed by the ROWP
  - Building Permit Referral Form completed by the ROWP

## Drawings

All plans and information submitted must be drawn to an appropriate scale with sufficient detail to establish compliance with the building code and the bylaws of the Township. If you are unable to draw appropriate plans, then you must obtain the services of a qualified person. Drawings may be submitted in metric or imperial scale.

## Floor Plans

- floor plans are to be drawn to scale (if suite occupies only a portion of the floor, a complete floor plan must be submitted showing adjacent rooms/uses)
- all rooms are to be clearly labeled, showing dimensions and heights of rooms and spaces, doors and windows, etc.
- show all door/window details, including hardware, weather stripping, swing, and egress sizes
- indicate the fire separation assemblies between the main dwelling and the common shared areas
- provide location of smoke alarms (photoelectric) and CO detectors, as well as interconnection detail
- indicate assembly details for fire resistance ratings of walls, ceiling/floor, and supporting elements
- indicate shared area locations, such as common storage, laundry location, or egress facilities
- show all plumbing fixtures, fire sprinklers (if applicable), appliances, hot water tank and fireplaces
- provide heating system and ventilation system details, inclusive of type, ventilation equipment – and for forced air heating systems, the damper locations and duct type smoke detectors (if interconnected)

## Building Permit Application Process

Once compliance with Municipal Bylaws and other applicable enactments has been demonstrated, a building permit may be issued following receipt of payment of the appropriate permit fees and bonds.

The issuing of the permit may be delayed depending on:

- volume of applications
- the complexity of the project
- completeness of the application, including compliance with the applicable Zoning Bylaws and other bylaws, and the current edition of the BC Building Code

## Prior to Issuance

No work shall commence or be undertaken without first obtaining a permit from the Permits, Licences and Inspections Division.

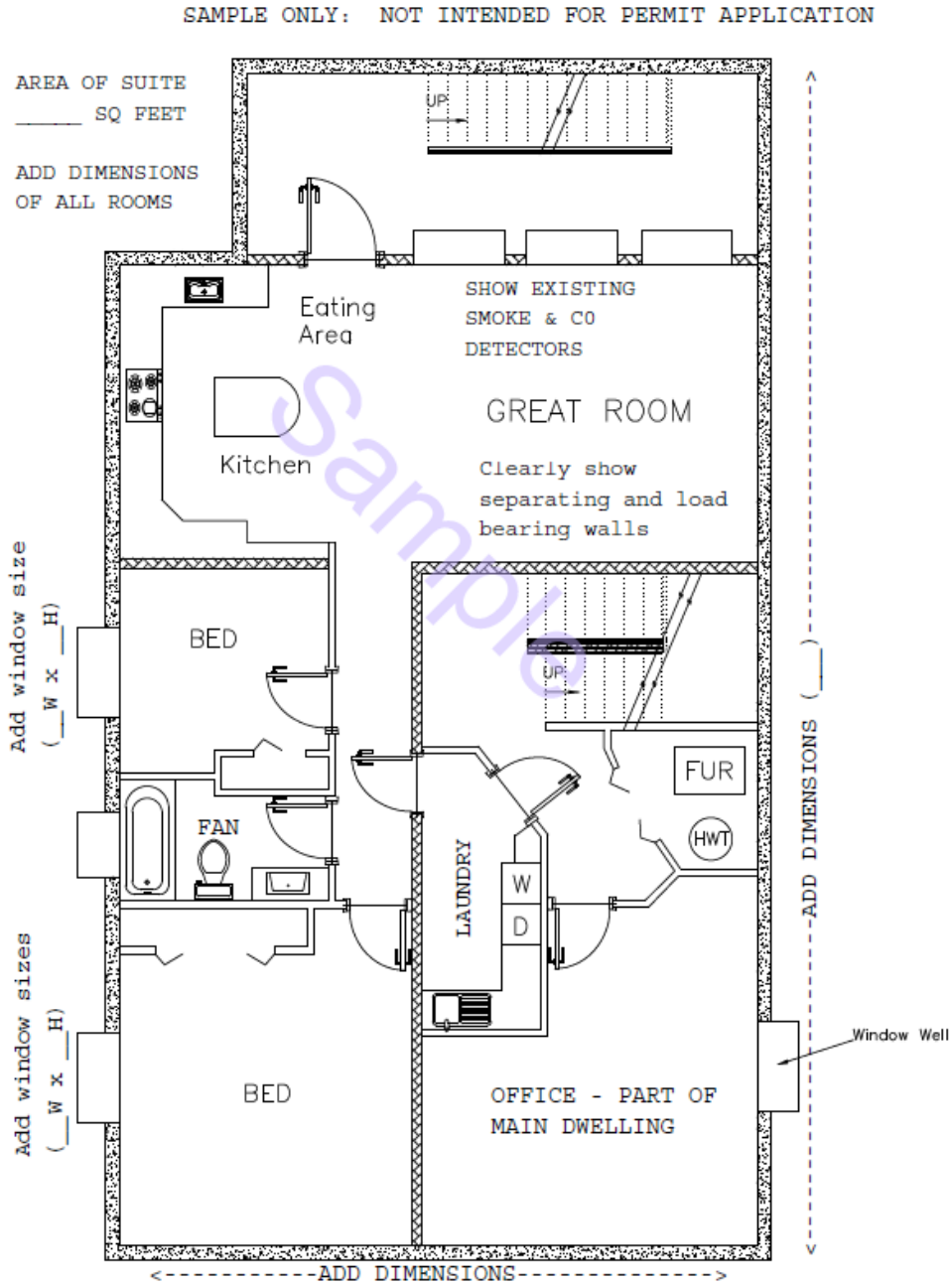
## Inspections

The following activities must occur during the course of construction.

- Inspections must be requested by the owner, builder or agent.
- An inspection must be requested prior to beginning any construction to confirm the installation of construction waste containers, garbage bins, tree protection fencing, and on-site siltation control measures.
- All work to be inspected must be complete and ready prior to inspection.
- Work must not proceed past any of the stages listed without prior clearance.
- The street address and permit card must be posted in a visible location on the site.
- The approved permit drawings and prior inspection notices are to be available on-site for all inspections.

Note: All properties with secondary suites will be subject to an annual secondary suite infrastructure fee collected with the annual property taxes. Where applicable, additional fee amounts equal to 30% of the annual flat rate for water and sewer utilities will be charged.

No person may occupy or permit occupancy of any Building or Structure until an accepted final inspection has been undertaken by the Building Inspector and occupancy has been authorized in writing by the Building Inspector.



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