
ACCESSORY APARTMENT

Accessory Apartment Building Permits Require:

- A completed permit application form** including name, address and phone number of owner and contractor, estimated project cost, signature and date
- A completed Schedule 1: Designer Information form** including name, address, phone number, email and signature of individual taking responsibility of the design.
- A septic review** will be required if adding a bedroom, fixtures or more than 15% of the existing house
- A site plan, plot plan or survey** drawn at a recognizable scale
 - **Indicate parking spaces provided** (minimum of 2 required, 1 for the existing dwelling and 1 for the proposed accessory apartment)
- Fully dimensioned floor plans** (include ALL floors of dwelling)

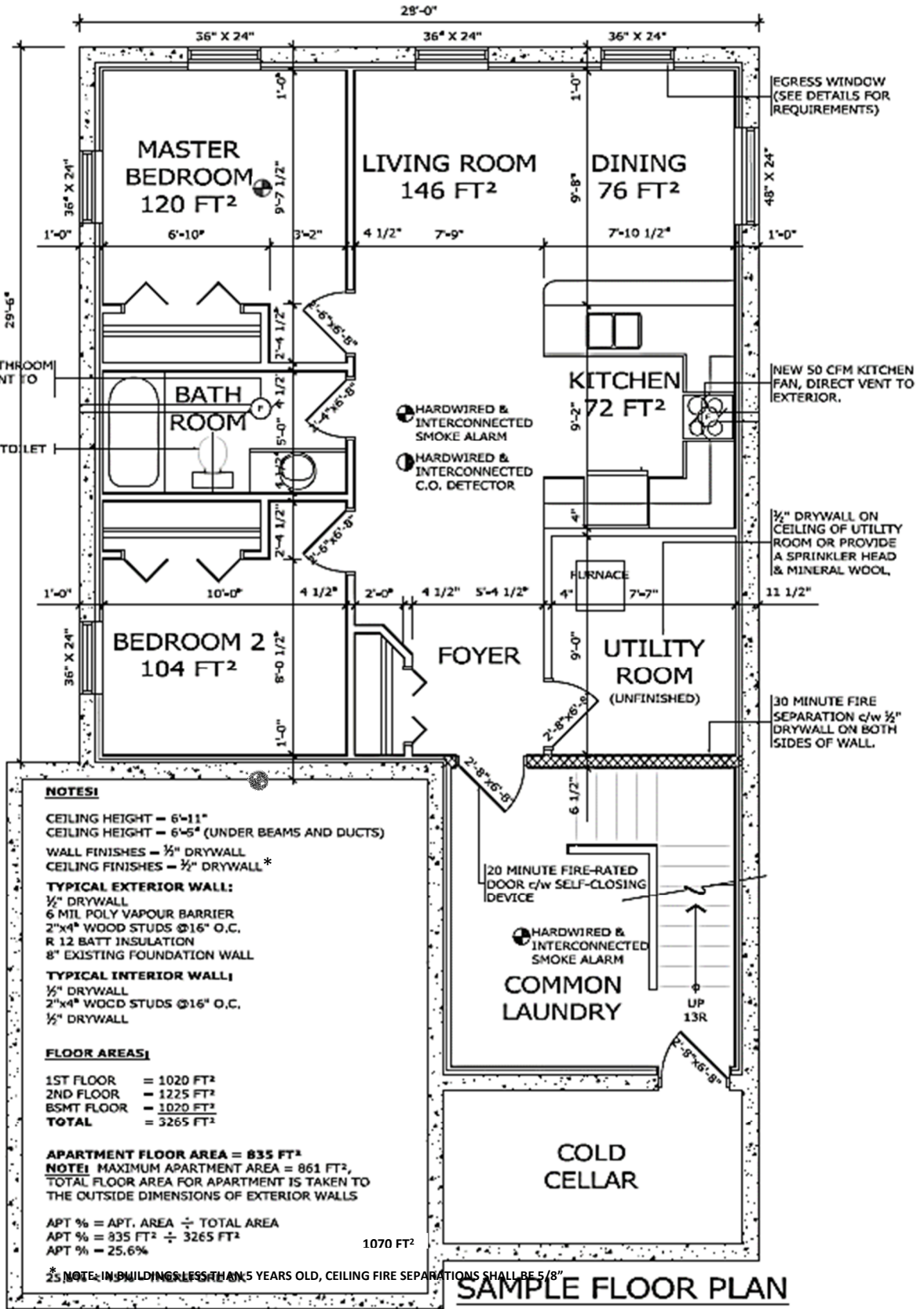
Provide the Following Information on the Floor Plans:

- Room sizes, ceiling heights & use of each room (room name)
- Window sizes (glass area of each window & size of opening when the window is in the open position), window wells if any
- Type & thickness of wall and ceiling finishes in ALL rooms
- Location (if any) of doors to exterior
- Location of door(s) between the two dwelling units
- Location & type (battery or hardwired) of Smoke Alarms
- Location & type (battery or hardwired) of Carbon Monoxide Detectors
- Location of all plumbing fixtures (including verification of access to laundry facilities)
- Location of heating outlets in each room and location of return air
- Location of stairs
- If part of the basement is to be retained, show the area on the plans

Permits are completed in the order that they are received and take approximately 10 business days to process. You will be notified if any questions arise and/or when the permit is issued and available for pick-up. Once the permit has been issued it's the homeowners and/or contractors responsibility to ensure the work is inspected by a Township Building Official.



Township of Centre Wellington
Planning & Development - Building Division
1 MacDonald Square, Elora, ON NOB 1S0
T: 519-846-9691 F: 519-846-2039
Email: buildinginspection@centrewellington.ca



NOTES

CEILING HEIGHT = 6'-11"
 CEILING HEIGHT = 6'-5" (UNDER BEAMS AND DUCTS)
 WALL FINISHES = 1/2" DRYWALL
 CEILING FINISHES = 1/2" DRYWALL*
TYPICAL EXTERIOR WALL:
 1/2" DRYWALL
 6 MIL POLY VAPOUR BARRIER
 2"x4" WOOD STUDS @16" O.C.
 R 12 BATT INSULATION
 8" EXISTING FOUNDATION WALL
TYPICAL INTERIOR WALL:
 1/2" DRYWALL
 2"x4" WOOD STUDS @16" O.C.
 1/2" DRYWALL

FLOOR AREAS

1ST FLOOR	= 1020 FT²
2ND FLOOR	= 1225 FT²
BSMT FLOOR	= 1020 FT²
TOTAL	= 3265 FT²

APARTMENT FLOOR AREA = 835 FT²
NOTE: MAXIMUM APARTMENT AREA = 861 FT²,
 TOTAL FLOOR AREA FOR APARTMENT IS TAKEN TO
 THE OUTSIDE DIMENSIONS OF EXTERIOR WALLS

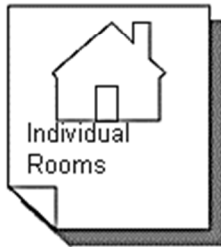
APT % = APT. AREA ÷ TOTAL AREA
 APT % = 835 FT² ÷ 3265 FT²
 APT % = 25.6%

* NOTE: IN BUILDINGS LESS THAN 5 YEARS OLD, CEILING FIRE SEPARATIONS SHALL BE 5/8"

SAMPLE FLOOR PLAN

3/16" = 1'-0"

**Space Dimensions 9.5 O.B.C.
Individual Rooms (not in combination)**



<p>Living Room 145 ft² Glass Area: 14.5 ft² (Houses older than 5 years - 7.25 ft²)</p>	<p>Kitchen 45 ft²- more than 1 Bedroom 40 ft²- only 1 Bedroom Glass Area: not required</p>	
<p>Dining Room 75 ft² Glass Area: 7.5 ft² (Houses older than 5 years- 3.75 ft²)</p>	<p>Master Bedroom 95 ft² with closet 105 ft² without closet Glass Area: 5 ft² (Houses older than 5 years- 2.5 ft²)</p>	<p>Second Bedroom 65 ft² with closet 75 ft² without closet Glass Area: 3.75 ft² (Houses older than 5 years - 1.9 ft²)</p>

**Combination Rooms
(Open Concept)**

**More Than
1 Bedroom**



L + D + K = 225 ft²
Living + Dining = 180ft²
Glass Area Required = 18 ft²
(Houses older than 5 years-9 ft²)

1 Bedroom



L + D + K = 193 ft²
Living + Dining = 153 ft²
Glass Area Required = 15 ft²
(Houses older than 5 years-7.5 ft²)



Glass Area Required = 14.5 ft²
(Houses older than 5 years = 7.25 ft²)

The minimum room sizes shall be taken as the floor area measured to the *inside* of the interior walls.

Ceiling Heights: 6'-11" (6'-5" permitted under ducts and beams.)
Houses older than 5 years: 6'-5" – over entire floor area

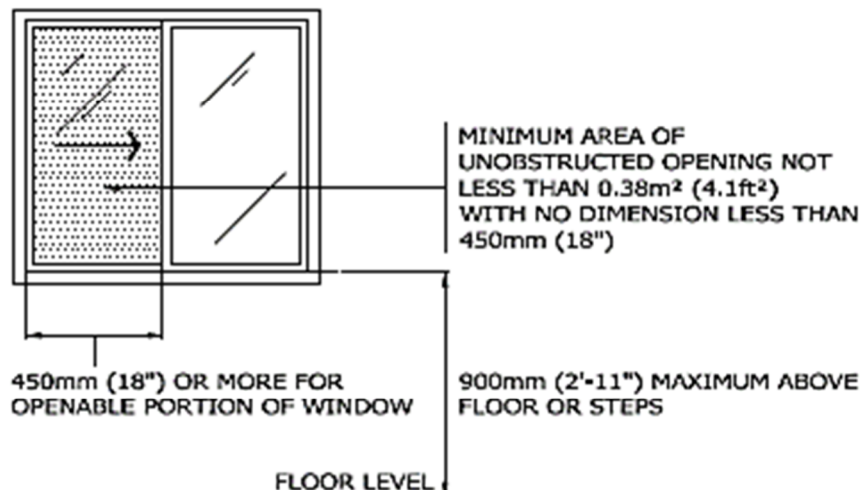
4.1 –Zoning By-Law: The Accessory apartment **shall not exceed 45%** of the principle dwelling and **shall not exceed 1076 ft² measured to the outside of exterior walls** whichever is LESSER.
Maximum 2 bedrooms permitted.

*** A General Inspection Report issued by the Electrical Safety Authority will be required for both new and existing apartments. This report is in addition to other electrical permits which may be required for the creation of the accessory apartment.***

****This handout is intended for information purposes only and does not necessarily include all required information. Refer to the Ontario Building Code for complete regulations.****

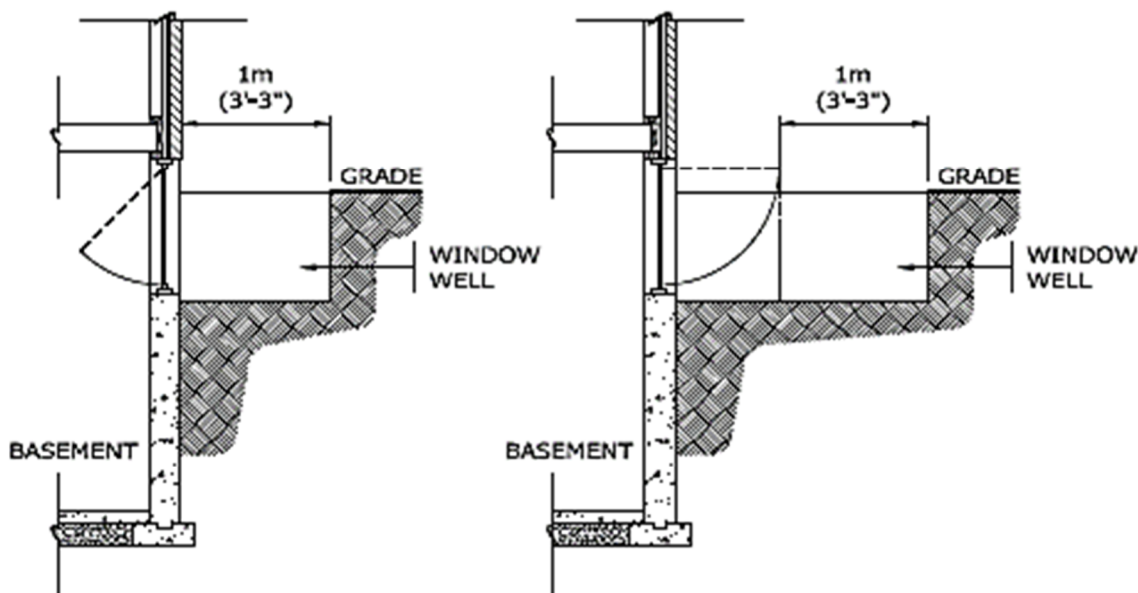
ESCAPE WINDOW DETAILS

FOR ACCESSORY APARTMENTS



- NOTES:**
- SILL HEIGHT SHALL BE NOT MORE THAN 1.0m (3'-3" ABOVE OR BELOW ADJACENT GROUND LEVEL.
 - SHALL BE A SINGLE MOTION WINDOW, (ie: CASEMENT TYPE)
 - SHALL BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS OR SPECIAL KNOWLEDGE.

WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE (C134)



WINDOW WELL FOR WINDOW PROVIDING ADDITIONAL MEANS OF ESCAPE (C134)