
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 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)

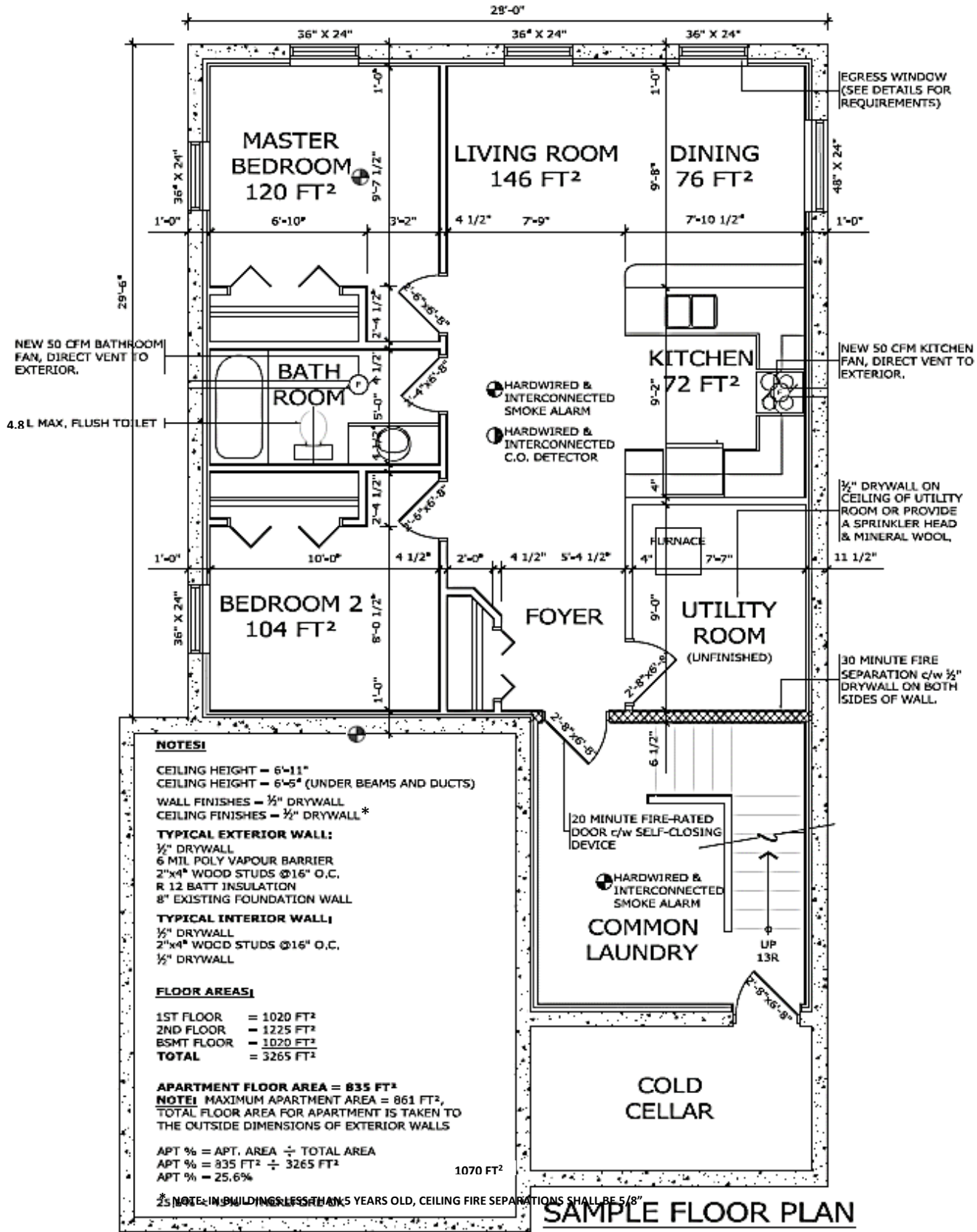
Provide the Following Information on the Floor Plans:

- 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

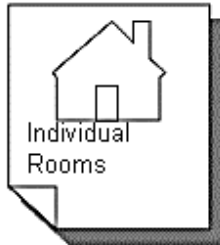
Permits are completed in the order that they are received and take approximately 10 business days to process. You will be notified if any questions arise and/or when the permit is issued and available for pick-up. Once the permit has been issued it's the homeowners and/or contractors responsibility to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



Township of Centre Wellington
Planning & Development - Building Division
1 MacDonald Square, Elora, ON N0B 1S0
T: 519-846-9691 F: 519-846-2039
Email: buildinginspection@centrewellington.ca



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>
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Combination Rooms (Open Concept)

More Than 1 Bedroom

Living 145 ft ²		
Dining 35 ft ²	Kitchen 45 ft ²	

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

1 Bedroom

Living 118 ft ²		
Dining 35 ft ²	Kitchen 40ft ²	

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

Bachelor Apartment

Bedroom, Kitchen,
Living & Dining
145 ft² minimum
Plus Bathroom

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

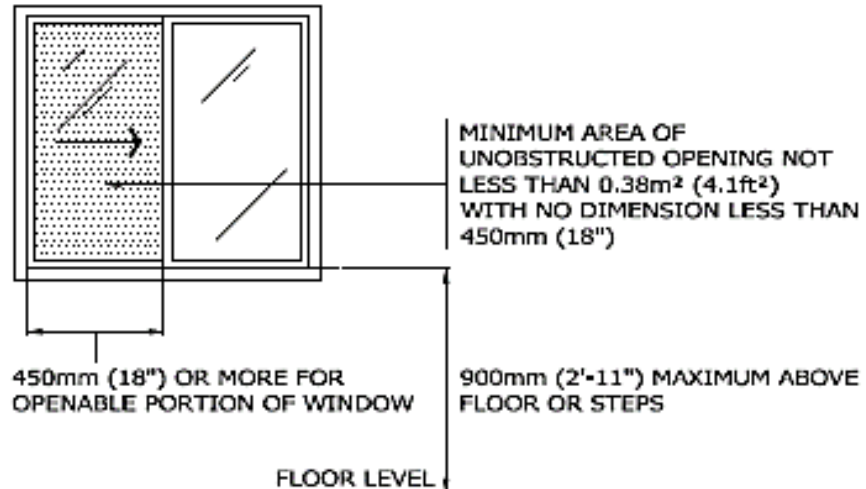
4.1 –Zoning By-Law: The Accessory apartment **shall not exceed 45%** of the principle dwelling and **shall not exceed 1076 ft² measured to the outside of exterior walls** whichever is LESSER.
Maximum 2 bedrooms permitted.

*** 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.****

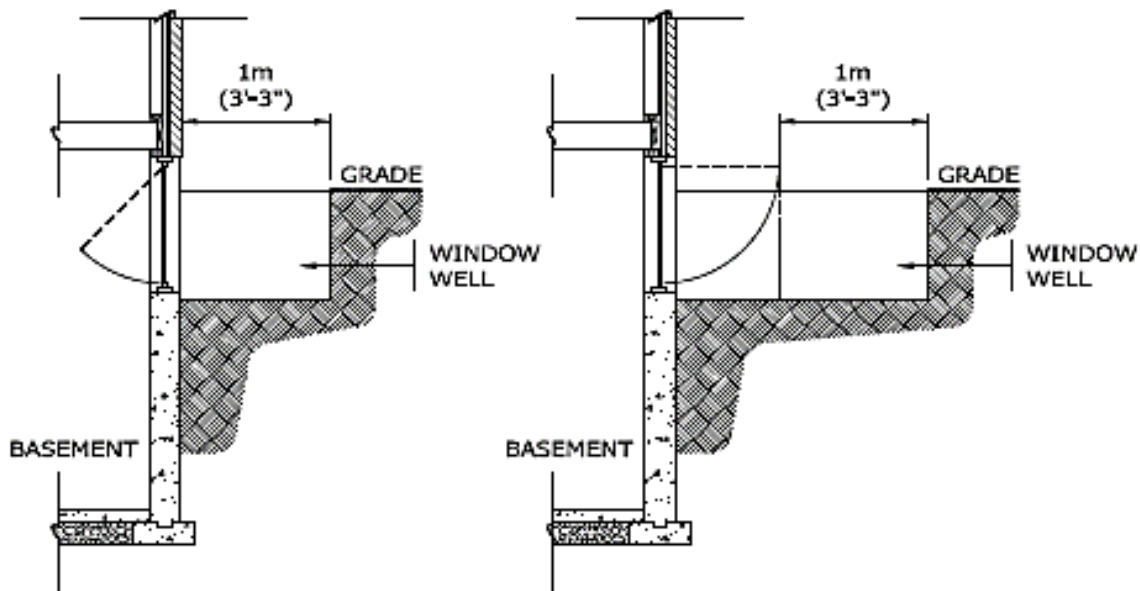
ESCAPE WINDOW DETAILS

FOR ACCESSORY APARTMENTS



- NOTES:**
- STILL 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)