

SECONDARY SUITES: AN INFORMATION GUIDE FOR HOMEOWNERS

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WELCOME

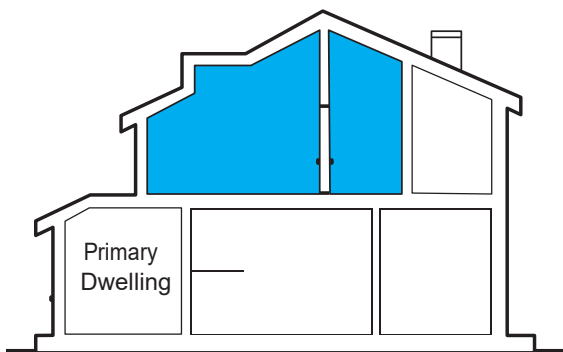
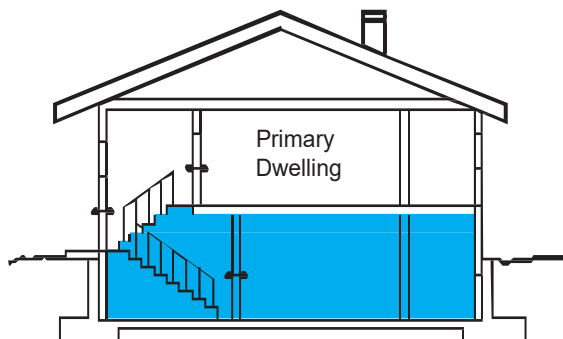
As part of creating affordable housing options, the City of Vaughan introduced regulations for secondary suites. The regulations seek to protect the safety and well-being of all Vaughan citizens while maintaining the existing community's character. Secondary suites can provide an affordable housing option for a variety of persons such as singles, students, seniors, extended family members and others.

WHAT IS A SECONDARY SUITE?

A secondary suite is a self-contained unit within a house that has its own kitchen, bathroom facilities and separate entrance.

Secondary suites can be a viable housing option provided the units are constructed safely.

Examples of a secondary suite:



HOW TO GET A SECONDARY SUITE

Public safety is the City's highest priority. Secondary suites must comply with Vaughan's Zoning By-law, Ontario Building Code and Ontario Fire Code requirements to protect the safety and well-being of citizens.

STEP 1: Review Secondary Suite Criteria

A secondary suite must comply with the requirements of Vaughan's Zoning By-law. Some of the zoning requirements and restrictions for secondary suites are provided below. Detailed zoning requirements are listed in Appendix A. For the full requirements, see By-law 1-88 as amended and contact the Building Standards department.

PROPERTY CHARACTERISTICS FOR ZONING BY-LAW COMPLIANCE

ELIGIBLE PROPERTIES:

- Secondary suites are only allowed in specific single detached, semi-detached and street townhomes.
- Only one secondary suite unit is allowed in each eligible house.

LOT CHARACTERISTICS

- The lot must have a minimum frontage of nine metres.
- A secondary suite may occupy up to 45 per cent of the gross floor area (GFA) of the main dwelling, but not be less than 35 square metres in floor area.

PARKING

- At least three parking spaces are required on the lot to ensure sufficient parking is available to accommodate the main dwelling and the secondary suite. The parking spaces must be located on a properly surfaced driveway, garage or carport and cannot include parking on the street or street allowance.
- The entire front yard cannot be parking. There are maximum dimensions for driveway widths and minimum areas for “green” landscaping

ENTRANCE

- A secondary suite must be accessed through a separate entrance or through a common indoor vestibule.
- An entrance to a secondary suite cannot be located on the same wall/façade as the entrance to the main dwelling.

SECONDARY SUITES ARE NOT ALLOWED:

- in an attached or detached garage.
- in another building on the property not attached to the house.
- in dwellings used for a bed and breakfast, home occupation, a private home tutor, a private home daycare or a group home.
- in the Woodbridge Special Policy Area (see Appendix B)
- within a floodplain.

WHAT HAPPENS IF THE SECONDARY SUITE DOES NOT COMPLY WITH THE ZONING BY-LAW?

- The applicant may revise their application to comply with the by-law.
- The applicant may apply for a minor variance through the Committee of Adjustment to request relief from the Zoning By-law (fee applies).

STEP 2: Contact the City of Vaughan

Before homeowners decide to renovate their homes to incorporate a new or upgrade an existing secondary suite, they should contact Vaughan’s Building Standards department to discuss their plan and obtain the necessary information regarding zoning and building permit requirements.

If you have an existing secondary suite, you will need to establish when it was built to determine if a building permit under the Ontario Building Code or an inspection under the Ontario Fire Code is required.

NEW SECONDARY SUITES OR SECONDARY SUITES BUILT AFTER JULY 14, 1994

A secondary suite built or proposed after July 14, 1994 must comply with the Ontario Building Code.

Submit a building permit application to the Building Standards department. Include professionally prepared drawings that indicate the proposed construction details and demonstrate compliance with the Ontario Building Code. Drawings can be prepared by an architect, professional engineer or a qualified designer with an appropriate Building Code Identification Number (BCIN).

SECONDARY SUITES BUILT ON OR BEFORE JULY 14, 1994

If a secondary suite was built on or before July 14, 1994, the property owner must contact Vaughan Fire and Rescue Service (VFRS) at 905-832-2281 to arrange for a fire code inspection. VFRS will inspect the dwelling to ensure it complies with the applicable requirements of the Ontario Fire Code and identify any required upgrades.

If upgrades to the unit are required, submit a building permit application, including prepared drawings, to the Building Standards department to demonstrate compliance with the Ontario Fire Code. Once the building permit is issued and required upgrades are completed, VFRS will complete a final inspection to ensure the secondary suite is compliant with the Ontario Fire Code. In some cases, a building permit may be required where no upgrades are necessary.

REQUEST INFORMATION FROM THE CITY OF VAUGHAN

If you do not know when the secondary suite was constructed, you can ask the City for information.

REQUEST PLANS FROM BUILDING STANDARDS

The City of Vaughan maintains records of building permit plans; however, it is not guaranteed that all records are available.

To make a request, you need to:

- submit the **Permit Plans - Access Request** form to the Building Standards department
- provide proof of ownership or a letter from the owner giving the requestor permission to access the plans for a property
- pay a non-refundable retrieval fee

Archived plans are not on site at Vaughan City Hall and may take up to a week to retrieve from off-site storage. The retrieval fee is non-refundable even if there are no plans on file.

Once plans are retrieved, the City will contact the requestor to come in and view the plans. Copies of the plans may be requested at that time (fee applies). If the drawings are large, they will be sent off site to be copied. Additional time is required to copy all drawings.

REQUEST FOR PROPERTY INFORMATION

Additional property information such as past building permit inspection notes, past building permit application forms, orders to comply, etc. can be requested through the Building Standards department by owners or authorized agents of the property. All other requests must be made through Access and Privacy in the Office of the City Clerk – a retrieval fee (non-refundable) is required for this service.

Please submit the **Records - Access Request** form to the Building Standards department.

REQUEST FOR PROPERTY SURVEYS

A property survey is a document that outlines the property boundaries and the size of a lot.

Requests to search the City's property records for a survey of a property may be made by owners or authorized agents of the property. It is not guaranteed that the survey for the property will be in City records – a retrieval fee (non-refundable) is required for this service. If the survey is found, an additional copying charge applies. The retrieval fee is non-refundable even if there is no survey on file.

Please submit the **Records - Access Request** form to the Building Standards department.

A property survey may be part of the information you received when you purchased the property, or from past owners. A boundary survey may be available at the Province of Ontario, Land Registry Office.

STEP 3: Building permit application

A building permit is required to renovate an existing house to accommodate a secondary suite. A building permit application generally includes:

- completed application form and various other forms as may be required
- construction drawings
- other approvals as may be required
- any other documents pertaining to the project

Building permit fees (including construction inspections) are the same as if you were adding construction or finishing a basement. There are no special fees for secondary suites. Construction costs vary with the complexity of the project. You are encouraged to receive multiple quotations.

DESIGNER REQUIREMENTS FOR CONSTRUCTION DRAWINGS

Although the Ontario Building Code allows homeowners to design their own homes and alternations, it is strongly recommended that you employ the services of a qualified designer with an appropriate Building Code Identification Number (BCIN), engineer or architect. Unacceptable or inadequate drawings can delay obtaining a building permit.

Drawings can be prepared by various professionals licenced or registered in the Province of Ontario, such as a qualified designer with an appropriate Building Code Identification Number (BCIN), an architect, a professional engineer.

You can find professionals in a number of ways, including:

- your own experience
- word of mouth references from family, friends and acquaintances
- contacts from home improvement centers and contractors

- recommendations from persons who have constructed a secondary suite
- professional designer's website
- listing of qualified designers from professional organizations (e.g. AATO, ARIDO, OAA, OAAAS, OACETT, PEO)
- internet search

The Ontario Ministry of Municipal Affairs registers qualified designers, and maintains a public search registry at iaccess.gov.on.ca/BCINSearchWeb/search.html.

Architects and others licensed and regulated by the Ontario Association of Architects (OAA) can be found at oaa.on.ca.

Engineers and others licensed and regulated by Professional Engineers Ontario (PEO) can be found at peo.on.ca.

CONSTRUCTION DRAWING REQUIREMENTS

Provide two original sets of construction drawings.

All drawings must be provided on standard-sized sheets to a minimum scale of 1:75 or 3/16ths equals one foot. Drawings are to be fully dimensioned, signed and dated, and include information such as:

- construction material sizes, types and location of use including wall, ceiling and floor finishes
- proposed fire separation locations and specifications

Drawings not prepared by the owner must include:

- For registered designer:
 - the qualified designer's name and registration number
 - the qualification identification number of the qualified designer (Building Code Identification Number – BCIN)

- the qualified designer's signature
- the stamp or statement that the qualified designer has reviewed and taken responsibility for the design activities
- For architect or professional engineer:
 - professional stamp, signature and date

See Appendix C for more information.

ONTARIO BUILDING CODE REQUIREMENTS

The Ontario Building Code provides minimum health and safety standards for all buildings in Ontario. Submitted construction drawings are to meet those minimum standards.

A sample Ontario Building Code checklist is attached in Appendix D. The items included are for convenience only and should be checked when preparing a building permit application for a secondary suite. Although every application is different, this list should represent the bulk of the items that are to be checked. The Ontario Building Code, current edition as amended, governs.

STEP 4: Construction and inspection

RENOVATORS AND CONTRACTORS REQUIRE BUSINESS LICENSES

The City of Vaughan requires all renovators/contractors to have a City of Vaughan business licence to work in Vaughan. Homeowners have the right and are encouraged to ask if a renovator/contractor is licensed or contact the City to verify license status before hiring them. For information regarding hiring a licensed contractor, homeowners should contact Access Vaughan at 905-832-2281.

INSPECTION OF CONSTRUCTION

The person who is issued a building permit, or their agent is required to notify the Building Standards department when various stages of construction are ready to be inspected.

For example:

- Excavation/footings: An inspection is required before pouring concrete.
- Backfill/foundation: An inspection is required before backfilling the foundation.
- Plumbing (inside drains): An inspection is required before covering the plumbing located below the floor slab.
- Plumbing rough-in: (all interior above ground plumbing): An inspection is required before covering drains, vents and the water distribution system.
- Structural framing and heating, ventilation and air conditioning (HVAC) rough-in: An inspection is required before the installation of insulation, vapour barriers and interior air barriers.
- Insulation and vapour barrier: An inspection is required before the installation of interior finishes, but after framing is passed.
- Final interior (occupancy): An inspection is required prior to occupancy when all requirements under the Ontario Building Code for occupancy are completed, such as completed kitchen, bathrooms, smoke and carbon monoxide alarms, handrails, lighting, etc.
- Final exterior: At this stage, all exterior work is complete.

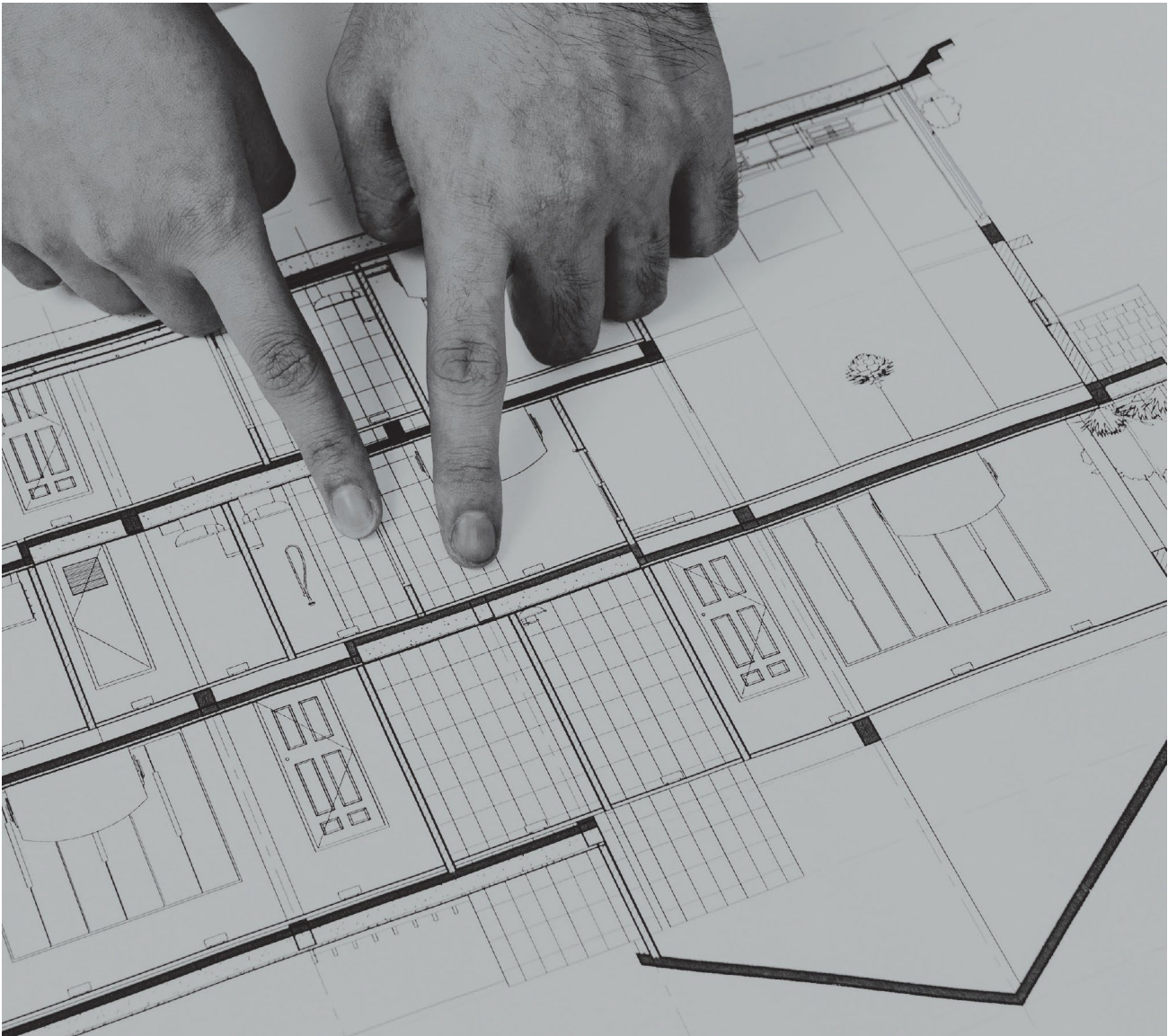
SCHEDULING AN INSPECTION

To book an inspection, call 905-832-8511, between 8:30 a.m. and 4:30 p.m., Monday to Friday (excluding holidays and weekends). Please keep the following in mind when booking inspections:

- Inspections booked before 4 p.m. will be scheduled for the following business day.
- Inspections booked after 4 p.m. will be scheduled in two business days.
- Same-day inspection requests are not available.
- High-volume inspection periods may require a 48-hour timeline.

Information needed to book an inspection:

- building permit number
- municipal street address of project
- type of inspection being requested
- preferred inspection date
- contact name and telephone number of the person meeting the inspector on-site for the inspection



CONTACTS/RESOURCES

City of Vaughan contact information:

- **VAUGHAN CITY HALL**
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1
Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.
Phone: 905-832-2281
TTY 1-866-543-0545
Website: vaughan.ca
- **BUILDING STANDARDS**
(permit applications, attaining plans, surveys and information on our property under certain circumstances)
Phone: 905-832-8510
Fax: 905-832-8558
Email: buildingstandards@vaughan.ca
- **BUILDING STANDARDS, INSPECTION SERVICES**
Phone: 905-832-8511
Fax: 905-832-8624
Email: buildingstandards@vaughan.ca
- **BY-LAW AND COMPLIANCE, LICENSING AND PERMIT SERVICES**
(includes business licenses for renovators and contractors)
Phone: 905-832-2281
Email: bylaw@vaughan.ca
- **COMMITTEE OF ADJUSTMENT**
(minor variance process)
Phone: 905-832-2281
Email: CofA@vaughan.ca
- **DEVELOPMENT ENGINEERING** (lot grading)
Phone: 905-832-2281
Email: developmentengineering@vaughan.ca
- **VAUGHAN FIRE AND RESCUE SERVICES**
Phone: 905-832-2281
Email: firerescue@vaughan.ca

ONTARIO BUILDING CODE REGULATIONS

Website: ontario.ca/laws/regulation/120332

ELECTRICAL SAFETY AUTHORITY (ESA)

Phone: 1-877-372-7233

Website: esasafe.com

LAND SURVEY RECORDS

(private company that may have a survey for a property – paid service)

Website: landsurveyrecords.com

MUNICIPAL PROPERTY ASSESSMENT CORPORATION (MPAC)

Richmond Hill Assessment Office

100 Via Renzo Dr., Suite 302

Richmond Hill, ON L4S 0B8

Phone: 905-508-4013

Website: mpac.ca

Toll Free: 1-866-296-6722

TTY: 1-877-889-6722

PROVINCE OF ONTARIO, LAND REGISTRY OFFICE

York Region, LRO 65

50 Bloomington Rd. West, 3rd Floor

Aurora, ON L4G 0L8

Phone: 905-713-7798

(Reference plans on land only, title/deed searches – no buildings on survey)

TERANET

(private company for digital property search – paid service)

Website: teranetexpress.ca

Title search website problems

Toll Free: 1-800-208-5263, ext. 3

Email: info@teranetexpress.ca

TORONTO REGION CONSERVATION AUTHORITY

101 Exchange Ave., Vaughan, ON L4K 5R6

Phone: 416-661-6600

Toll Free: 1-888-872-2344

Email: info@trca.on.ca

Website: trca.ca

APPENDIX

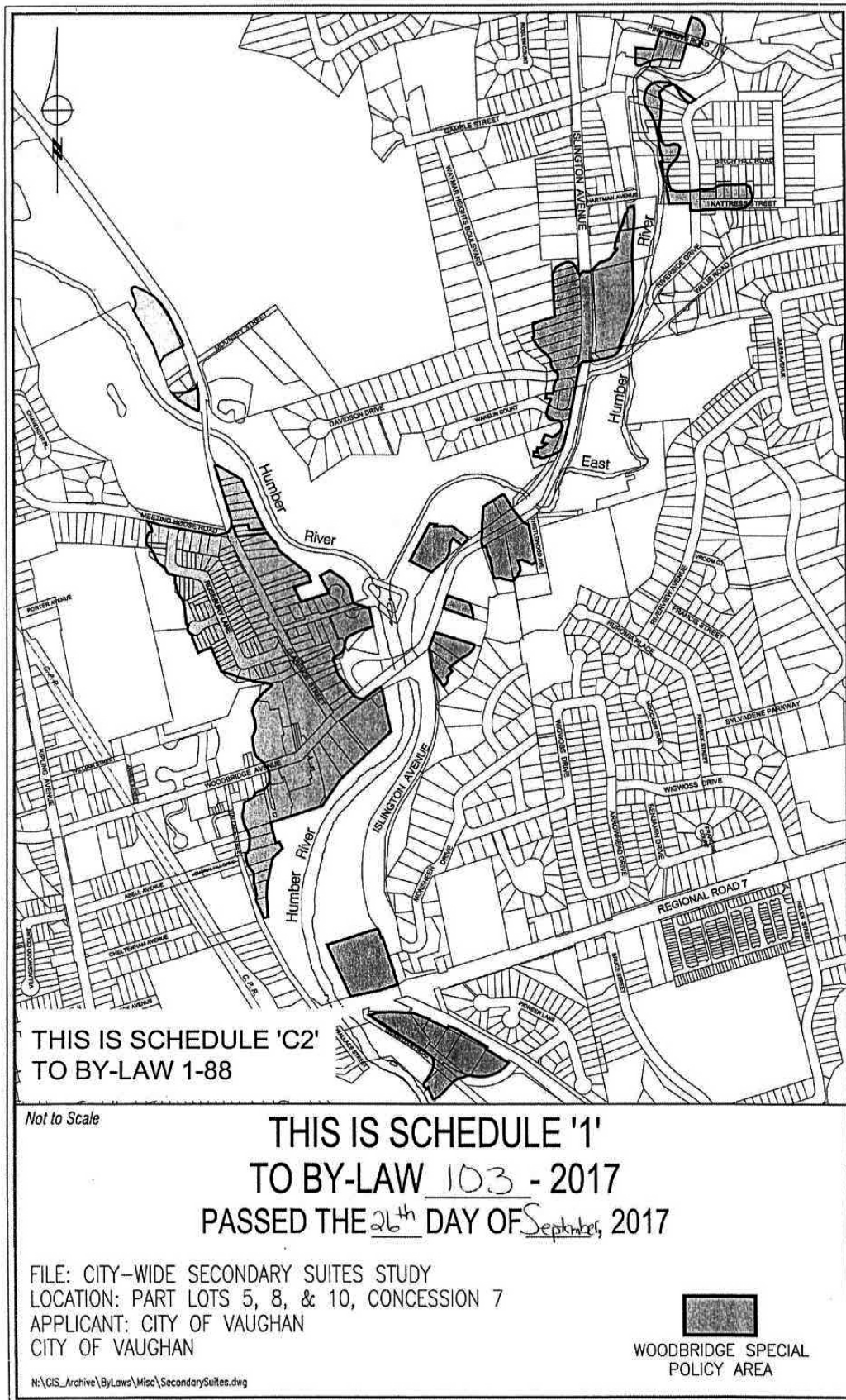
Appendix A: Detailed Zoning Requirements

SECONDARY SUITE REQUIREMENTS UNDER CITY OF VAUGHAN ZONING BY-LAW 1-88		
ITEM	REQUIREMENT	COMMENTS
Eligible Properties	<p>Eligible housing types:</p> <ul style="list-style-type: none"> • single detached dwelling • semi-detached dwelling • street townhouse dwelling <p>NOTE: A secondary suite cannot be located within a separate building on the property.</p> <p>NOTE: A garage attached to the main dwelling shall not be converted into a secondary suite.</p>	<p>Non-eligible properties:</p> <ul style="list-style-type: none"> • in the Woodbridge Special Policy Area (see Appendix B) • within a floodplain – contact Toronto and Region Conservation Authority (TRCA) • in the same dwelling as a: <ul style="list-style-type: none"> • home occupation • private home tutor • private home daycare • bed and breakfast • correctional or crisis care group home • apartment buildings or condominiums • stacked and block townhomes • office, retail, industrial or mixed-use properties
Maximum Number of Units	Maximum two dwelling units in total (main and secondary)	Cannot be combined with other uses (see list above)
Minimum Lot Width	Minimum 9 m wide (approx. 30 feet) for single detached, semi-detached or street townhouse	
Minimum Parking	<p>Three parking spaces within property boundaries</p> <p>NOTE: Minimum requirements for landscaping and maximum dimension for driveways must be maintained.</p>	<ul style="list-style-type: none"> • in a garage or carport, generally 3 m x 6 m interior clear dimensions • on-grade, generally 2.7 m x 6.0 m • Cannot include parking on the street or boulevard
Entrance	<p>Be separate from the entrance to the main dwelling, either as a separate exterior entrance located on the side or rear wall of a dwelling or from a common indoor vestibule</p> <p>NOTE: A new entrance to secondary suite shall not be permitted on the same wall as the main entrance to the main dwelling.</p>	<ul style="list-style-type: none"> • be accessible from the street by an unobstructed hard landscaped surface minimum 1.2 m wide (approx. 4 feet) or a driveway • secondary suite entrance cannot be located closer to the front lot line than the main entrance of the residential dwelling unit on the abutting lot • be setback minimum of 1.2 m (approx. 4 feet) from the interior side lot line, except where the minimum interior side yard setback requirement to an entrance is greater
Maximum/Minimum Size	<p>Secondary suite:</p> <ul style="list-style-type: none"> • maximum 45% of Gross Floor Area (GFA) of main dwelling • minimum 35 m² (377 square feet) 	<ul style="list-style-type: none"> • GFA of secondary suite includes all interior and exterior walls <p>NOTE: GFA is calculated as total exterior dimensions of enclosed space above grade NOT including garage.</p>

A secondary suite must comply with the requirements of Vaughan's Zoning By-law. Some of the zoning requirements and restrictions for secondary suites are provided in this table. For full details, see By-law 1-88 as amended and By-law 001-2021 as amended. Please email zoninginfo@vaughan.ca for inquiries.

Appendix B: Woodbridge Special Policy Area

(NOTE: Secondary suites are not permitted on properties located in the Woodbridge Special Policy Area.)



Appendix C: Drawing Requirements

Two sets of construction drawings must be provided.

All drawings must be provided on standard-sized sheets to a minimum scale of 1:75 or 3/16ths equals one foot. Drawings are to be fully dimensioned, signed and dated and include information such as:

ITEM	REQUIREMENT	COMMENTS
Site Plan	Entire property (including front, sides and rear of property)	<ul style="list-style-type: none"> • measurements in metric (imperial measurements as supplemental only) • clearly indicate: <ul style="list-style-type: none"> • lot frontage • location and dimension of parking spots and hard landscaping • dimensions from house to property lines • location of entrances and steps • any additions (including walls/stairs for new basement entrance) • location of new window wells
Existing Floor Plans and Elevations	<ul style="list-style-type: none"> • Existing and demolition floor plans of all floors (basement, main, second, third) • Existing elevations where new or enlarged exterior openings are proposed 	<ul style="list-style-type: none"> • all exterior dimensions • room names • smoke and carbon monoxide alarms • structural elements • existing wall and ceiling construction in areas to be altered/renovated • location of plumbing fixtures and laundry • location of stairs, furnace, etc. • clear ceiling heights • exterior openings (windows and doors) with dimensions
Proposed Floor Plans and Elevations	<ul style="list-style-type: none"> • Floor plans of any floor that has changes (basement, main, second, third) • Proposed elevations where new or enlarged exterior openings are proposed 	<ul style="list-style-type: none"> • exterior and interior dimensions • room names • smoke and carbon monoxide alarms • window and door location and sizes • sprinkler heads (if any) • new walls and ceilings • new structural elements • construction of fire and sound separation • location of plumbing fixtures (bathroom layout), laundry, floor drains, etc. • clear ceiling heights • exterior openings (windows and doors) with dimensions
Section	Building section through construction	<ul style="list-style-type: none"> • indicate fire and sound separation construction including under any stairs • clear ceiling heights
Details	Details of new wall/ceiling construction	<ul style="list-style-type: none"> • typical walls and ceiling construction • exterior walls including insulation values • interior walls

ITEM	REQUIREMENT	COMMENTS
Heating, Ventilation, Air Conditioning (HVAC)	Existing heating system and fuel source	<ul style="list-style-type: none"> • revised heating layout • ventilation summary • mechanical design layout and heat loss or gain calculations • air leakage calculation and summary including F-280 forms, mechanical ventilation design summary (as required)
Private Sewage Disposal System	Where no municipal sanitary sewer is available adjacent to a property, the building sewer shall be connected to a private sewage disposal system to contain the sewage. The private disposal system shall be installed and maintained in compliance with all applicable acts, legislation, regulations and by-laws. (By-law 87-2016)	<ul style="list-style-type: none"> • provide new septic system design to accommodate existing dwelling unit and secondary suite, or • provide verification the existing individual septic system will accommodate existing dwelling unit and secondary suite <p>NOTE: The owner or occupier of such property shall operate and maintain the private sewage disposal facility system.</p>

SOME OTHER ITEMS THAT MAY BE REQUIRED

Various Forms (as applicable)	Various forms (as applicable)	<ul style="list-style-type: none"> • Application for a Permit to Construct or Demolish • Schedule 1 Designer Information (design, mechanical, septic) • Residential Plumbing Data • Energy Efficiency Design Summary • Sewage System Designer and Installer Information
Other Documents that Pertain to the Project	Various approvals (as applicable to the property in question, fees could apply)	<ul style="list-style-type: none"> • Toronto and Region Conservation Authority (TRCA) approval • Development Engineering approval (lot grading) NOTE: lot grading plan prepared by a Ontario Land Surveyor may be required. • Urban Design and Cultural Heritage division approval • Copy of Vaughan Fire and Rescue Service notice • Other items as may become applicable

Appendix D: Sample Ontario Building Code Checklist

The following items are for convenience only and should be checked when preparing a building permit application for converting a single-family dwelling into two dwelling units. Although every application is different, this list should represent the bulk of the items that are to be checked. The items represent the most common solutions. The Ontario Building Code, current edition as amended, governs.

Where compliance cannot be attained through Division B Part 9 of the building code, Part 11 can be utilized if the dwelling has been in existence for five years or more.

REQUIREMENTS	BUILDING CODE REGULATIONS UNDER PART 9 (NEW BUILDINGS OR BUILDINGS LESS THAN FIVE YEARS OLD)	BUILDING CODE REGULATIONS UNDER PART 11 (BUILDINGS FIVE YEARS OR OLDER)
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1. Floor/ceiling wall Fire Resistance Rating (FRR) between dwelling units

Floor/Ceiling (horizontal) FRR between the two dwelling units and common areas	45 minutes	<p>OPTION 1: 30-minute rating is acceptable</p> <p>OPTION 2: 15-minute horizontal FRR where:</p> <ul style="list-style-type: none"> i) smoke alarms are installed in every dwelling unit and in common areas, and ii) smoke alarms are interconnected (entire building) <p>OPTION 3: FRR waived if entire building is sprinklered, smoke tight construction required</p>
Walls (vertical) FRR between dwelling units and common areas	45 minutes	30 minutes
Door fire protection rating	20 minutes (with self-closing device)	<p>OPTION 1: Existing 45 mm (1¾") solid wood or metal clad acceptable,</p> <p>OPTION 2: Waived if floor area is sprinklered</p>
Floor and wall sound rating (STC) separating dwelling units and common space	STC 50	Existing floor/wall may be acceptable

2. Number of exits and exposure

Shared egress (exiting)	Two means of egress required	Existing one exit may be acceptable
Minimum of one exit	<p>Minimum one exit to the exterior (not through a garage) to be provided</p> <p>NOTE: Two exits may be required.</p>	<p>Acceptable exits include:</p> <ul style="list-style-type: none"> • door to the exterior where smoke alarms interconnected within dwelling unit • a shared exit separated by a minimum 30 minute fire separation and interconnected smoke alarms in both dwelling units and common spaces

REQUIREMENTS	BUILDING CODE REGULATIONS UNDER PART 9 (NEW BUILDINGS OR BUILDINGS LESS THAN FIVE YEARS OLD)	BUILDING CODE REGULATIONS UNDER PART 11 (BUILDINGS FIVE YEARS OR OLDER)
Protection of exterior exit stair	Exterior exit stair to be protected from fire exposure if this is the only exit	New openings from other dwelling units near unenclosed exit stairs or ramps, in exterior walls of exits to be protected (i.e. wired glass in steel frames or glass block, if openings are within 3 m (9'-10") horizontally and less than 10 m (32'-10") below or less than 5 m (16'-5") above the exit stair or ramp). <ul style="list-style-type: none"> • No compliance alternatives available • NOTE: if there is another exit (i.e. egress window), then protection as noted above is NOT required.
Egress Window	Egress window, minimum clear openable area of 0.35 m ² (3.8 sq. ft.) with no dimension less than 380 mm (15"); except for basements maximum sill height 1,000 mm (3'-3")	

3. Smoke and carbon monoxide alarms (general requirements only, additional requirements may apply)

Interconnected smoke alarms	Smoke alarms interconnected within each dwelling unit	If using 15-minute horizontal fire resistance rating option smoke alarms required to be interconnected in entire house (existing dwelling unit, new dwelling unit and common areas)
Location and general requirements of smoke alarms	Smoke alarms required on every floor, including basement, in every bedroom and in hallways serving bedrooms	Smoke alarms required to be on every floor and in hallways serving bedrooms
Visual signalling component (strobe light) for smoke alarms	New smoke alarms to have a visual signalling component (strobe light)	Existing construction may not require a strobe light
Carbon monoxide alarms	Hard wired	May be battery operated or plugged into an electrical outlet

4. Ceiling heights, door sizes, stud wall reinforcement, room sizes

Minimum clear ceiling heights in basement	6'-11" over entire floor area, 6'-5" under beams/ducts	6'-5" over all required room areas, under beams/ducts and any location normally used as a means of egress
Minimum door sizes (minimum height 78")	Unit entrance or service room doors = 32" Bedroom or rooms not mentioned elsewhere = 30" Bathroom, washroom, walk-in closet doors = 24"	
Stud wall reinforcement	Provide stud wall reinforcement for future installation of grab bars in main bathroom – may not be required for existing bathroom	

REQUIREMENTS	BUILDING CODE REGULATIONS UNDER PART 9 (NEW BUILDINGS OR BUILDINGS LESS THAN FIVE YEARS OLD)	BUILDING CODE REGULATIONS UNDER PART 11 (BUILDINGS FIVE YEARS OR OLDER)
Minimum room sizes	<p>Separate Spaces:</p> <p>Living Room..... = 145 square feet</p> <p>Dining Room = 75 square feet</p> <p>Master Bedroom..... = 105 square feet</p> <p>Other Bedroom..... = 75 square feet</p> <p>Bathroom..... = sufficient space for a toilet, hand sink, bathtub or shower</p> <p>Combined spaces:</p> <p>Living Room (more than 1 bedroom)..... = 145 square feet</p> <p>Living Room (1 bedroom)..... = 118 square feet</p> <p>Dining Room = 35 square feet</p> <p>Kitchen (more than 1 bedroom) = 45 square feet</p> <p>Kitchen (1 bedroom)..... = 40 square feet</p> <p>Bedroom space..... = 45 square feet</p> <p>Bachelor Unit:</p> <p>Living, dining, bedroom and kitchen spaces = 145 square feet</p>	

5. Natural light

Natural light in living and dining rooms	10% or area served	5% of area served
Natural light in bedrooms and other finished rooms	5% of area served	2.5% of area served
Kitchen, bathrooms, laundry, basement recreation room	None required if electrical lighting available	

6. Spatial separation (amount of allowable glass in an exterior wall)

Spatial separation	New glazed openings in exterior walls of houses to meet building code requirements	<ul style="list-style-type: none"> • new glazed openings in exterior walls of houses to meet building code requirements • existing windows in walls may be relocated to another part of the wall under certain circumstances
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7. Electrical facilities

Electrical facilities	Minimum electrical facilities to be provided
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8. Laundry fixtures

Laundry facilities	Laundry facilities or a space for laundry facilities to be provided in every dwelling unit or grouped elsewhere in the building in a location conveniently accessible to occupants of every dwelling unit
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REQUIREMENTS	BUILDING CODE REGULATIONS UNDER PART 9 (NEW BUILDINGS OR BUILDINGS LESS THAN FIVE YEARS OLD)	BUILDING CODE REGULATIONS UNDER PART 11 (BUILDINGS FIVE YEARS OR OLDER)
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9. Heating, ventilation and air conditioning (HVAC) system

Duct type smoke detector	The existing heating or air-conditioning system may be altered to serve more than one dwelling unit, provided smoke alarms are installed in each dwelling unit and provided a smoke detector is installed in the supply or return air duct system serving the entire building which would turn off the fuel supply and electrical power to the heating system upon activation of such detector.
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10. Private sewage system

Private sewage disposal system (where no municipal sanitary sewer is available adjacent to the property)	<p>Private disposal system shall be installed and maintained in compliance with all applicable acts, legislation, regulations and by-laws</p> <ul style="list-style-type: none"> • Provide new septic system design to accommodate existing dwelling unit and secondary suite, or • Provide verification existing individual septic system will accommodate existing dwelling unit and secondary suite • Existing location may be acceptable in certain situations
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Footnote: Although every application is different, this list should represent the bulk of the items that are to be checked. The Ontario Building Code current edition as amended, governs.

It is strongly recommended that you employ the services of a qualified designer with an appropriate Building Code Identification Number (BCIN), engineer or architect. Unacceptable or inadequate drawings can delay obtaining a building permit.



City of Vaughan, Building Standards
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1
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