

GUIDELINES FOR SECONDARY UNIT PERMIT - SDU



PORT COLBORNE

WHEN DO YOU NEED A BUILDING PERMIT?

- New construction or prefabricated building larger than 10 m² (108 ft²)
- Smaller than 10 m² (108 ft²) if contains plumbing
- Adding a secondary unit on any level of your house to be used by family members or to be rented

Please refer to the checklist on the next page for required permit application documents.

In case a Building Permit is not required, the property owner is still responsible to ensure that no other By-Laws or Applicable Laws are contravened before commencing any work.

WHY ARE BUILDING PERMITS IMPORTANT?

Building Permits are required to ensure any construction is done safely. There are three main areas of consideration when adding a second unit to your house:



ZONING BY-LAW

We'll look at where you plan to build to make sure it adheres to the City's Zoning By-law.

We'll consider things like:

- Is it appropriate for your neighbourhood?
- Will it create an overcrowding issue?
- Are there any issues related to zoning?



BUILDING CODE

We'll consider if your plan meets the minimum design and building requirements set out in Section 9 of the Ontario Building Code.

We'll consider things like:

- Does it pose a risk to public health and safety?
- What type of construction methods will be used?
- Does it prioritize sustainability?



FIRE CODE

It's important that your plan adhere to the Ontario Fire Code, which establishes the minimum requirements for fire safety.

We'll consider things like:

- What are the evacuation routes?
- Is there a fire prevention plan?
- What are the fire mitigation strategies?

SECONDARY UNIT PERMIT REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS AND RELATED APPROVALS

- Completed Building Permit Application
- Completed Schedule 1 Form "Designer Information"
- Energy Efficiency Design Summary (EEDS)
- Other Applicable Laws

MUNICIPAL ZONING AND OTHER BY-LAWS

- Planning Department approval: for questions related to parking, entrances and exits, servicing, and other applicable agreements or approvals, please contact our Planning Department at 905-835-2900 or planning@portcolborne.ca.

PERMIT FEES

- See Permit Fee By-Law

CONSTRUCTION DRAWINGS

- Legible and scaled
- Two copies of each plan
- Sufficient for complete understanding and reviewing of your project (Site Plan, Floor Plans, Roof Plan, Elevations and Sections - all that apply): fully dimensioned, identifying materials, proposed use of each room (make sure they have the minimum floor areas, window areas, and ceiling heights required by the Ontario Building Code)
- Comply with plumbing, septic system, HVAC, fire safety, and electrical requirements
- If engineered material will be used, include the drawings and specifications from the manufacturer (trusses, LVLs, etc.)

Applicant's Name

Applicant's Signature

Date

NOTE: Code requirements are different depending on the age of your house.
Read the [MMAH's Guide on SDUs](#) or contact the Building Department for more information.