

GUIDELINES FOR TINY HOUSES PERMIT



PORT COLBORNE

WHAT ARE THE REQUIREMENTS?

The Ontario Building Code provisions for Tiny Houses apply only if the building meets all the criteria list below:

- One dwelling unit,
- Less than or equal to 37 m² (400 ft²) in building area, and
- Partially constructed in one municipality and installed at a location in another municipality without having been previously occupied.

Recent updates to the OBC outline a dual-permit approach for Tiny Homes to facilitate inspection procedures: one where the house is constructed off-site and the other where the off-site building is being shipped to another municipality. This approach paves the way for both factory-built and non-factory-built tiny homes to acquire permits without mandating Canadian Standards Association (CSA) certifications, thereby enabling greater customization and design flexibility.

Tiny houses built in Port Colborne and sent to another municipality:

In scenarios where the tiny home is constructed in Port Colborne but intended for another municipality, "off-site" inspections will be conducted by one of our Building Officials at the construction site in Port Colborne, rather than at the final destination.

These tiny houses must adhere to the OBC, with the exception of the following:

- Applicable Laws specific to Port Colborne, including Zoning By-Law, Niagara Peninsula Conservation Authority, Ministry of Transportation, etc. (applicant to confirm with municipality receiving pre-built tiny house),
- Requirements for site installation according to the OBC.

These exemptions apply only if the permit application includes:

- The installation address (or, if the address is unknown, a declaration of assumptions regarding the location/design of the house),
- Site installation details necessary in designing the tiny house (such as the type and location of the foundation),
- The completion of a location-specific installation document (climatic loads, seismic loads, temperature-based criteria, soil gas requirements, firefighting access, and limitations on exposure to building faces).

Following the completion of an "on-site" tiny house, the Chief Building Official will provide the permit holder with a Tiny House Transfer Form, which outlines the scheduled inspection notifications and confirms completion of all necessary inspections, ensuring no violations are present in the inspected construction.

Tiny houses constructed in a different municipality and installed within Port Colborne:

In instances where an issued building permit for an off-site tiny house is obtained from another jurisdiction, the City of Port Colborne mandates a separate building permit for placing a tiny house within its boundaries.

Permit submissions must incorporate:

- The respective municipality's Tiny House Transfer Form, approved plans, and all documentation validating compliance with requisite inspections.
- A site plan demonstrating compliance with Port Colborne's Zoning By-Law, grading standards, road entrance information, and water/sewer connections.
- Any applicable law agency approvals, such as Niagara Peninsula Conservation Authority, Ministry of Transportation, etc.
- Any supplementary letters of compliance, documentation, or pertinent information regarding inspections that were not originally included with the permit application, along with confirmation that no further letters of compliance or additional information have been provided.

TINY HOUSES

REQUIREMENTS CHECKLIST

PERMIT APPLICATION FORMS, FEES, AND RELATED APPROVALS

- | | |
|---|---|
| <input type="checkbox"/> Completed <u>Building Permit Application</u> | <input type="checkbox"/> Other Applicable Laws |
| <input type="checkbox"/> Completed <u>Schedule 1 Form "Designer Information"</u> | <input type="checkbox"/> See <u>Permit Fee By-Law</u> |
| <input type="checkbox"/> <u>Energy Efficiency Design Summary (EEDS)</u> , if applicable | |

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

Read the [MMAH's Guide on Tiny Houses](#) or contact the Building Department for more information.