



City of Welland
Infrastructure and Development Services
Planning and Building Division
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Building Permit Requirements

TWO-UNIT DWELLING PERMIT APPLICATION GUIDE

A second unit is a self-contained residential unit located within a house. The unit may be in any part of the house, including the basement. Second units provide an affordable housing option for many people in Welland. A second unit is not legal unless all work has been approved and inspected by the City. These policies are intended to make units safe, legal and livable. This guide explains the process and requirements for submitting an application for registration of a two unit dwelling and submitting a building permit application for the creation of a second dwelling unit in greater detail.

Two-unit building permit applications are accepted in person at the City of Welland Building Division, 60 East Main Street. Building Permit Application processes are consolidated into a single application stream as described below.

Pre-application Review and Verification of Zoning Compliance

Second units are permitted in detached, semi-detached and townhouse dwellings, subject to zoning requirements and restrictions. Please see the Zoning Examiner at the Building Division Customer Service Counter for the pre-application review and determination of zoning compliance. Under the Zoning By-law, the following conditions apply to second dwelling units:

- Only one accessory dwelling unit is permitted per lot.
- One additional parking space measuring 2.75m x 5.5m must be provided entirely on the property. If parking space is located within the garage the minimum width shall be increased by .3 m on each side.
- The second unit must not be greater than the floor area of the principal unit.
- Where Zoning By-law compliance is verified at the pre-application review, please proceed to submission of building permit application for Change of Use to Two-Unit Dwelling.

An Application for a Permit must include:

Building permit applications are broken down into 3 major requirements:

- Application Forms
- Construction Drawings
- Fees

Application Forms

1. Application for a Permit to Construct or Demolish

All sections of the form must be completed, including the e-mail address. (This will be our primary means of communication.)

2. Schedule 1 Designer Form

This form is required when someone other than an Architect or Licensed Professional Engineer is taking responsibility for the design of the second dwelling unit. This person would be either:

- a registered designer with the Building Code Identification Number (BCIN) qualified in House or Small Buildings, Plumbing-House and HVAC-House where substantial changes are proposed, or,
- a homeowner taking legal responsibility for the design, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code.

3. Applicable Law Checklist

4. Water Pipe Size Plumbing Data Sheet – Two-Unit Dwellings – where the total hydraulic load exceed 16 fixture units the minimum size of water service is 1”.

Construction Drawings

Sample drawings are available here.

Two sets of the following drawings are required for a Change of Use, Two-Unit Dwelling:

1. **For houses served by a septic system**, verification of the system capacity will be required.

2. **Fully Dimensioned Site Plan** – Sample Drawing A101

3. **Existing Floor Layouts** – Sample Drawings A102, with designated use of each room or space within the building

4. **Proposed Floor Layouts** – Sample Drawings A103 to A105 (basement), A106 (main floor) and A107 (2nd floor),

- Determine which egress option applies, (refer to sample drawings)
- Label use of each space, dimensions, ceiling height
- Show window and door location and sizes
- Show fire separations
- Clearly differentiate ‘existing’ and ‘proposed’ construction in the floor layout
- show location of all heating supply outlets and return air grills, exhaust air intakes and the location of duct-type smoke detectors, within the air handling system serving the entire building
- Show location of plumbing fixtures
- Show electrical lighting, control switches and outlets, interconnected smoke alarms and, when required, the location of battery powered emergency lighting units within common means of egress

5. **Elevations showing Second Unit Entrance and Egress/Exit Windows** – Sample Drawings A201 and A202

6. **Sections and Wall/Ceiling/Fire Separation Construction Details** including fire rated door assemblies – Sample A301 and A303

7. Construction Details of Egress and Escape Windows – Sample Drawings A401
8. Plumbing Schematic Layout – Sample P101, P102 – Plumbing schematic drawing with pipe size, location of water meter, backwater valve, proposed sprinkler heads and control valves, including shut off valves to isolate each dwelling unit. Unless the plumbing work is carried out by the homeowner, a Licensed Master Plumber is required for the work to proceed.

All drawings must be submitted drawn to an appropriate scale (min 3/16" = 1' or metric equivalent), and clearly legible. Drawings in pencil shall be photocopied prior to submission, with the density adjusted so that all information is clear and legible. All walls must be drawn as double lines (accurately showing wall thickness), and drawings must clearly differentiate between existing and proposed construction. Every page of the drawings shall include the project address and the following designer information:

Homeowner design	- printed name of homeowner, signature and date
Qualified BCIN design	- printed name, individual/firm (if applicable) BCIN numbers, signature and date
Architect or Professionally Engineered design	- Architect's or Professional Engineer's seal with a signature and date

***Due to the complexity involved in designing and constructing a Two-Unit Dwelling in compliance with the Building Code we HIGHLY recommend that a qualified designer prepare the application drawings**

Building Permit Issuance

1. Once your application is approved you will be called to pick up your building permit. Your permit is not issued until you have picked it up and paid any outstanding permit fees.
2. Where an existing water service must be upgraded to meet the increased demand to the house, a connection approval from the municipal water supply to the property line is required. Contact the City of Welland, Infrastructure and Development Services for information and arrangements for the new water connection.
3. Where the existing house is served by a backwater valve, the proposed new dwelling unit will be required to be protected by a separate backwater valve. The additional backwater valve maybe be installed on a branch protecting all of the fixtures serving the additional dwelling unit.
4. Note regarding sample drawings: The sample drawings do not cover all of the requirements for accessory apartments. The person taking responsibility for the design should refer to the 2012 Ontario Building Code (updated to July 1, 2017) for a detailed listing of all requirements. The most current Building Code is available at e-Laws - Ontario Building Code.
5. Construction must be carried out in accordance with the approved permit drawings, including any required changes that are identified through the application review process.
6. The approved permit drawings and documents must be kept on site at all times during construction and must be available during inspections.

Inspection Requirements

1. You must call to arrange for all required inspections. The required inspections will be indicated on the inspection list provided with the issuance of the permit. Inspections are booked by calling the Building Division at (905) 735-1700 or by email
Typical Second Dwelling Unit inspections can include (depending on the scope of work):
 - Underground Plumbing
 - Above Ground Plumbing
 - Framing including Fire Separations and fire stopping
 - Insulation & Air Barrier
 - HVAC Rough-in
 - Occupancy Building
 - Final Building
2. Following the successful completion of all required inspections, an Occupancy Permit for the second unit will be issued.
3. Where construction has previously taken place without a building permit the work may be required to be uncovered so that the inspector can verify compliance with the building code in accordance with the Building Code Act and the inspector's duty of care.

Electrical Safety Authority

The purpose of the ESA review process and inspection is to ensure that the electrical wiring servicing the second unit is safe and properly installed. Depending on the age of the house, a specific type of electrical inspection from the ESA must be requested.

Click on the link here to assist you to determine the most appropriate type of electrical inspection for your house. The ESA Customer Service Centre may be contacted at 1-877-ESA-SAFE (1-877-372-7233). Electrical inspection forms can be downloaded from the Electrical Safety Authority's website at <http://www.esasafe.com/consumers/permits-and-inspections/inspection-forms>. Navigating the electrical inspections process can be challenging for the homeowner. It is recommended that you consult with a licensed electrician to help guide you through the inspections process.

For more information, contact:

For Zoning Information Phone: 905-735-1700 ext 2258

For Building Permit Requirements Building Division Phone: 905-735-1700 ext 2248

For Inspection Requirements Inspections Phone: 905-735-1700 ext 2257