



# Accessory Dwelling Units

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## A Homeowner's Guide

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# Table of Contents

<b>Introduction</b> .....	<b>3</b>
What is an Accessory Dwelling Unit? .....	3
How do I make my Accessory Dwelling Unit(s) legal? .....	5
When will I need approvals and permits/ inspections? .....	6
Is there funding to help me with construction costs? .....	6
<b>Building a Legal Accessory Dwelling Unit</b> .....	<b>8</b>
<b>Step 1: Research and Plan Your Accessory Dwelling Unit</b> .....	<b>9</b>
Can I build an Accessory Dwelling Unit on my property? .....	9
How can I build an attached Accessory Dwelling Unit? .....	10
Can I build a detached ADU? .....	11
What are the servicing requirements for a detached ADU? .....	11
Is a ‘mobile’ detached ADU permitted? .....	11
What are the lot coverage requirements for a detached ADU? .....	11
How big can an Accessory Dwelling Unit be? .....	13
What are the entrance requirements for an Accessory Dwelling Unit? .....	14
How many parking spaces do I need? .....	14
Can I build an Accessory Dwelling Unit on a privately serviced lot (i.e. individual well and septic)? .....	14
Do I need to consider on-site drainage? .....	14
What can I do if my property does not meet the zoning requirements? .....	15
<b>Step 2: Build Your Accessory Dwelling Unit</b> .....	<b>16</b>
What should I consider in the exterior and interior design of my Accessory Dwelling Unit? .....	16
Design Considerations: .....	16
Health and Safety Considerations: .....	17
What role does the Ontario Building Code play in building a legal Accessory Dwelling Unit(s)? .....	17
Should I get help to draw my plans? .....	17
What are the Building Code requirements for Accessory Dwelling Units? .....	18
Minimum Room Size Requirements .....	18
Minimum Required Ceiling Height .....	19
Minimum Window Requirements for Natural Light .....	19
Minimum Door Width Requirements .....	19
Smoke and Carbon Monoxide Alarms .....	19
Fire Separations between and within Units .....	20
Heating and Ventilation .....	20
Minimum Plumbing Facilities .....	21
Egress Requirements .....	21
How Do I Make an Application for a Building Permit? .....	21
What Happens Once I Submit my Plans? .....	23
How much are building permit fees? .....	24
<b>Step 3: Your Accessory Dwelling Unit is Registered</b> .....	<b>25</b>

Is there an application form to register my Accessory Dwelling Unit? .....	25
What are the benefits of a registered Accessory Dwelling Unit?.....	25
How much will it cost to register my Accessory Dwelling Unit? Will I be required to renew my registration? .....	26
Are there fines for Non-Compliance? .....	26
Will my Accessory Dwelling Unit be assigned a separate address? .....	26
Is a list of registered Accessory Dwelling Units publicly available?.....	26
Once I develop an Accessory Dwelling Unit, what are my responsibilities as a landlord?...	27
<b>Who do I contact? Where can I find more information? .....</b>	<b>28</b>

# Introduction

The Town of Innisfil permits up to two accessory dwelling units (ADU's) on certain properties in Innisfil. This guide has been created to help homeowners understand how to build safe, legal and functional second and/or third Accessory Dwelling Units. It gives a summary of land use planning and building permit requirements. If there are any differences between this reference document and the formal regulations and by-laws, the formal regulations will apply.

## What is an Accessory Dwelling Unit?

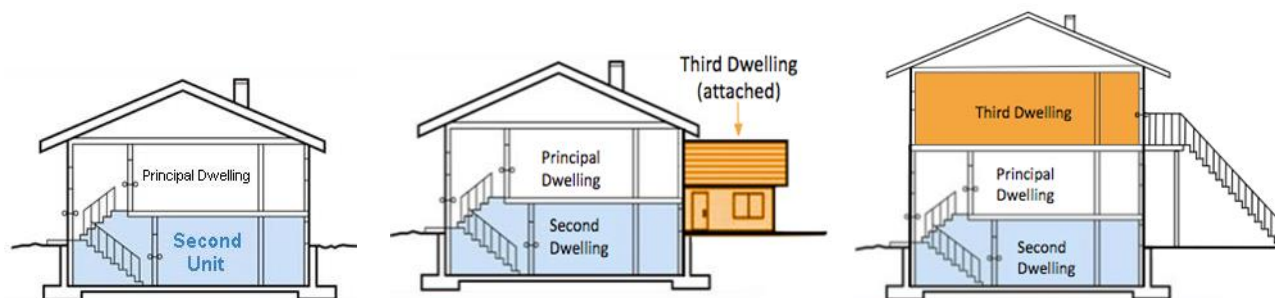
An Accessory Dwelling Unit (ADU) is a self-contained **dwelling unit** that is physically detached, attached, and/or within the **principal dwelling** on a lot that already contains a house (principal dwelling unit).

An Accessory Dwelling Unit might also be called one of these names:

- secondary or third suite
- accessory apartment
- in-law suite
- granny flat
- garden suite
- garage suite
- coach house
- basement apartment

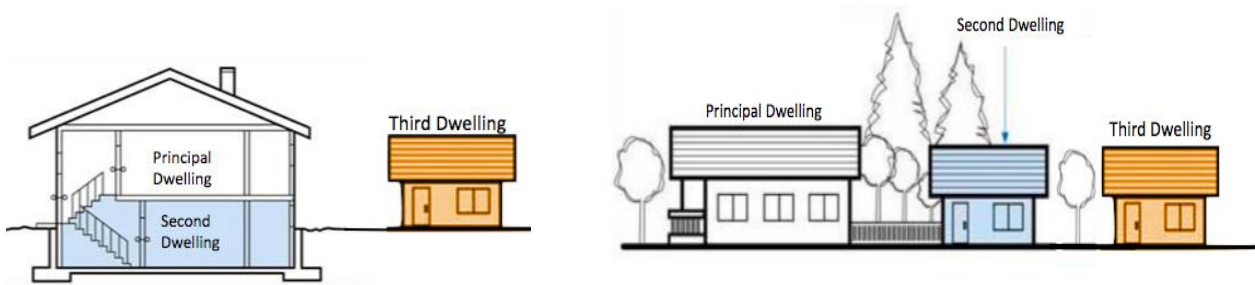
Accessory Dwelling Units **are a separate living space with kitchen, bathroom, sleeping and shared laundry facilities or a space with the required connections and hook-ups, that are located on the same property as your house** (detached, semi-detached or row house). You can live in them, allow your family members to live in them, or rent them out. It cannot be severed from the lot of the principal dwelling and/or sold. There are generally two different types of Accessory Dwelling Units that may be constructed in Innisfil:

### ADU Attached/Within Principal Dwelling



- Located within or attached to the existing house
- Laundry room may be private or shared
- Example: basement apartment
- Must meet all zoning provisions and be registered under the Town of Innisfil Accessory Dwelling Units Registration By-law

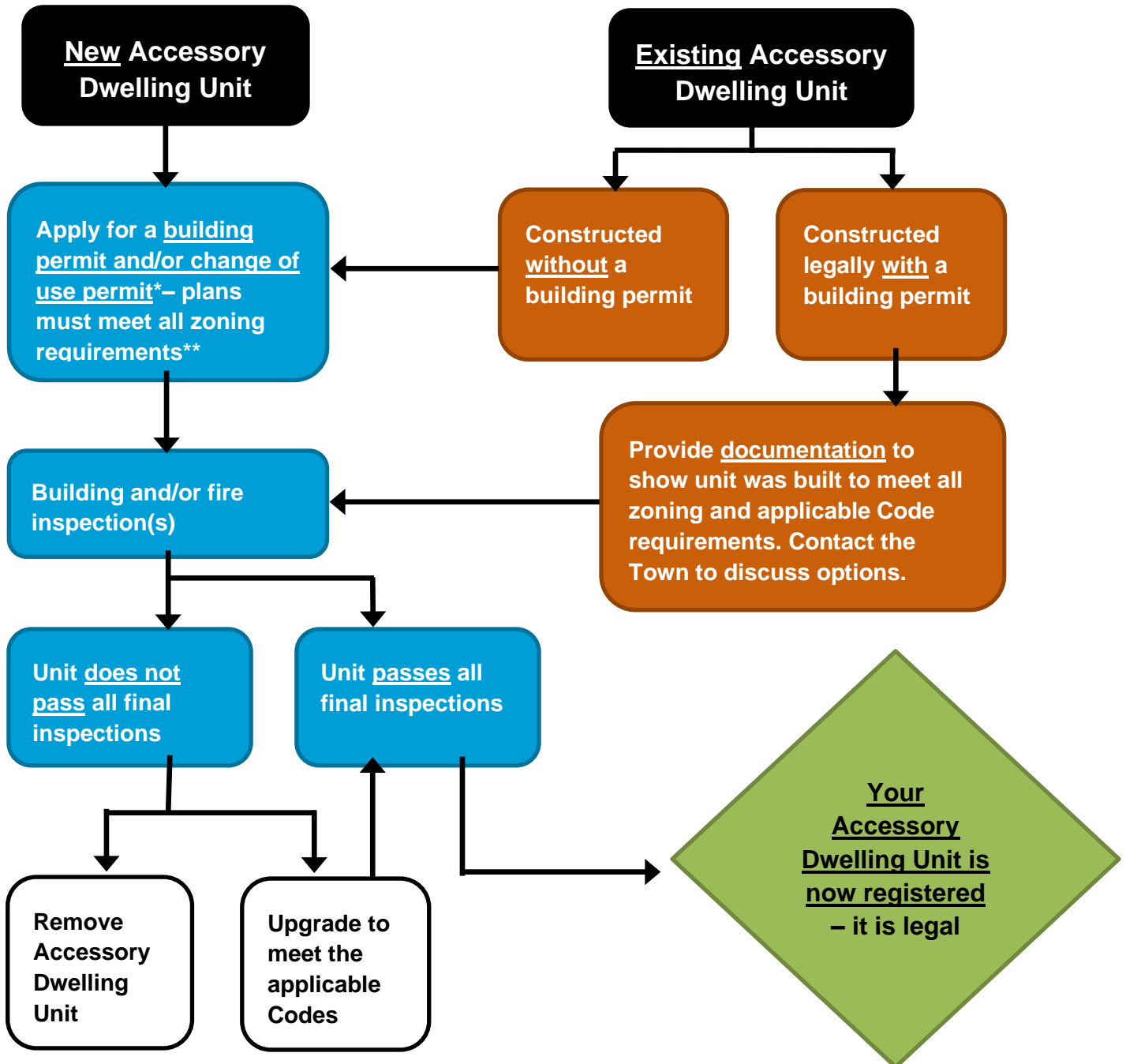
## ADU Detached From Principal Dwelling



- Located in a detached accessory structure (e.g. a detached garage)
- Must be no more than 60m from the principal dwelling Maximum height of 6m
- Must meet all zoning provisions and be registered under the Town of Innisfil Accessory Dwelling Units Registration By-law
- Refer to “Step 2: Build your Accessory Dwelling Unit” for more information

# How do I make my Accessory Dwelling Unit(s) legal?

To be legal, **your Accessory Dwelling Unit(s) must be registered with the Town.** To register your unit, it must comply with the Town's Zoning By-Law and the Ontario Building Code, Fire Code and Electrical Code. The chart below gives an overview of the process:



\* All Accessory Dwelling Units require a building permit and/or a change of use permit.

\*\*If you cannot meet all zoning requirements, you can apply for a zoning by-law amendment or minor variance for your property.

## When will I need approvals and permits/ inspections?

You will need the appropriate approvals from the Town of Innisfil and must meet the Town's Zoning By-Law and the Ontario Building, Fire and Electrical Code's. A permit from a Conservation Authority may also be required. The following helps identify which approvals and permits/inspections you will need in the stages of constructing your Accessory Dwelling Unit(s):

### Before you build

1. Check that your Accessory Dwelling Unit(s) meet the Town's [Zoning By-law](#). Section 3.5 contains specific information on 'Accessory Dwelling Units'. More information on zoning requirements is in the "Step 1: Do Your Homework" section of this Guide. Please contact the Town for assistance at 705-436-3710.
2. Check if your property falls within the regulatory area of the Lake Simcoe Region Conservation Authority (<http://www.lsrca.on.ca>) or the Nottawasaga Valley Conservation Authority (<http://www.nvca.on.ca>). Look up your property on the maps on their websites and if you are within their regulatory area, you will need to apply for a permit from the Conservation Authority before you can apply for a building permit from the Town.
3. Submit a building permit application – including any required plans and change of use evaluations – to the Town; it will be reviewed by both the Town's Building Department and Planning Services for compliance with the Ontario Building Code and the Town's Zoning By-Law. More information on building permit requirements is included in the "Step 2: Build Your Accessory Dwelling Unit" section of this Guide and on the Town [website](#).

### Once you have your building permit

4. When your building permit is issued, inspections will be required at certain stages of the construction process. These will be specified to you when the building permit is issued. You must contact the Town's Building Department to book the required inspections. This can be done [online](#).
5. Electrical work requires a separate permit and Inspection Report from the Electrical Safety Authority (ESA) to ensure compliance with the Ontario Electrical Safety Code. Information on obtaining this permit and Inspection Report is on the ESA's website: <https://esasafe.com/compliance/what-you-need-to-know/>.

### After your Accessory Dwelling Unit is built

6. After you have an acceptable Notice of Completion Inspection Report from the Town, your Accessory Dwelling Unit is registered. The "Step 3: Your Accessory Dwelling Unit will be Registered" section of this Guide contains further information.

## Is there funding to help me with construction costs?

Yes, there is funding available through the Town and/or the County of Simcoe to help you legalize your new OR existing Accessory Dwelling Unit(s). There are several benefits to the

community from Accessory Dwelling Units, such as more safe and affordable rental housing options. Here are some ways to help fund your project:

**Town funding contributions (no application required).**

- No registration/renewal fees
- No development charges

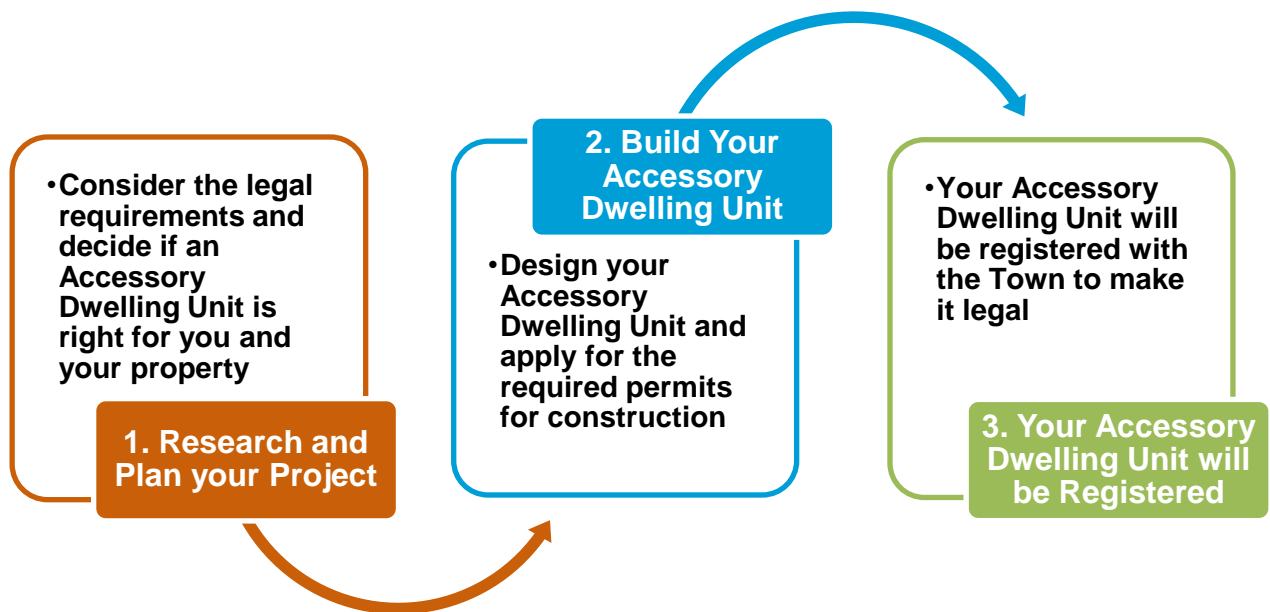
**Apply for a forgivable loan of up to \$30,000 through the Ontario Renovates Program.**

- Who do I contact? County of Simcoe Social Housing Department at 705-725-7215 ext.1119.
- Are there any restrictions? Yes, there are a number of restrictions that include:
  - The rent charged must remain affordable (i.e. below average market rent) for 15 years.
  - Full details are on the County's website: <http://www.simcoe.ca/ontariorenovates>
- When does the program end? There is typically a wait list as any available funding is allocated on a first come-first served basis.

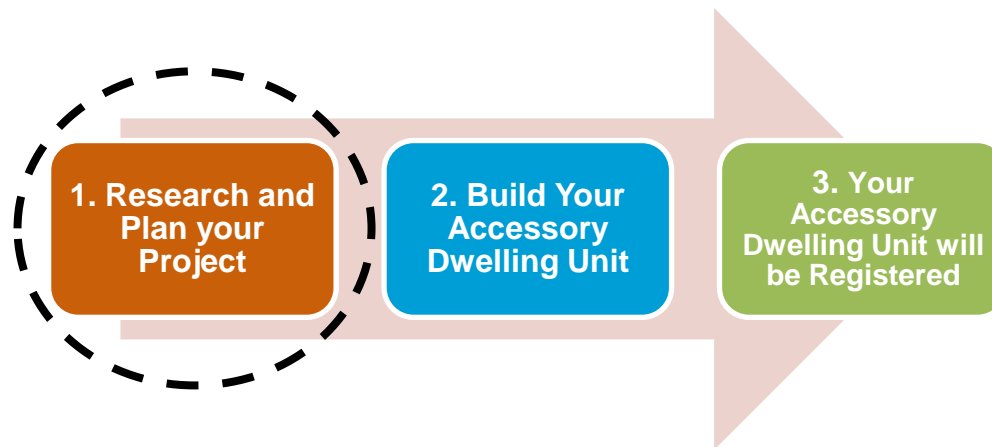


# Building a Legal Accessory Dwelling Unit

There are three main steps to building a legal Accessory Dwelling Unit on your property:



# Step 1: Research and Plan Your Accessory Dwelling Unit



## Can I build an Accessory Dwelling Unit on my property?

If you meet all of the basic criteria below, then you should be able to build a second or a third Accessory Dwelling Unit on your property. However, you must also meet other zoning requirements (e.g. parking and entrance) as well as the applicable standards of the Ontario Building, Fire, and Electrical Code's. Please contact the Town (705-436-3710) to confirm your particular circumstances.

### Basic Zoning Screening Criteria:

- I live in a single-detached house, semi-detached house or street townhouse;
- I do not have or plan to have a group homes on my property;
- I do not live in a house within 100 metres of the Lake Simcoe shoreline that has a private septic system;
- I do not live within hazard lands, such as flood-prone or highly erosive areas (this is determined by the appropriate Conservation Authority);
- I do not plan on severing my Accessory Dwelling Unit(s) from the lot that contains the principal dwelling; and
- I do not live within the Cookstown settlement area, as shown on Schedule B2 of the Town's Official Plan. (Note: Accessory Dwelling Units cannot be built in Cookstown at this time due to wastewater servicing constraints).



Photo: Town of Innisfil

## How can I build an attached Accessory Dwelling Unit?

Below are a few examples of different ways to build an attached Accessory Dwelling Unit:

**Accessory Dwelling Unit created in basement of an existing or newly built dwelling**

**Accessory Dwelling Unit above an attached garage, in an existing space or addition**

**At grade Accessory Dwelling Unit created in an existing space or addition**



 **Orange shading shows location of Accessory Dwelling Unit**

Regardless of how you decide to build your Accessory Dwelling Unit, it will need to meet all applicable Code requirements and the Town's Zoning By-law.

## Can I build a detached ADU?

Yes, but in order to build an Accessory Dwelling Unit in a detached structure (e.g. garage) you must be able to meet all of the following zoning requirements and consider whether your property is smaller or larger than 1000m<sup>2</sup> in size:

	Your property is less than 1000 m <sup>2</sup> in size	Your property is more than 1000 m <sup>2</sup> in size
<b>Number of detached ADU's</b>	Up to 1 ADU	Up to 2 ADU's
<b>Height of unit(s)</b>	6 metres	6 metres
<b>Balcony</b>	Prohibited	Allowed
<b>Distance from principal dwelling</b>	60 metres	60 metres

Your Accessory Dwelling Unit must be able to meet all other applicable Zoning By-law provisions, such as minimum setbacks from lot lines. Your detached Accessory Dwelling Unit(s) will also need to meet the standards of the Ontario Building, Fire and Electrical Code's.

## What are the servicing requirements for a detached ADU?

This will be assessed by your designer as part of your building permit application. Your existing electrical and water/sewage connections may need to be upgraded depending on the size and number of fixtures of the detached ADU, so it is recommended that your designer engage with the Town's Building Department early in the process for designing your detached ADU.

## Is a 'mobile' detached ADU permitted?




The Town's Zoning By-Law does not make a distinction between 'mobile' vs. 'permanent' as all ADU's must meet the standards of the Ontario Building Code. This includes requirements for foundation, servicing, etc. It is therefore highly recommended that if you are considering a factory built 'mobile' ADU, that you have your designer engage with the Town's Building Department early in the design process.

## What are the lot coverage requirements for a detached ADU?

Detached ADU's located in a rear yard shall be a combined maximum of 50% of the rear yard, up to a maximum of 50 square metres each in building footprint coverage, measured as the outside perimeter of the structure containing the accessory dwelling unit, with a minimum of 25% of the rear yard maintained as landscaped open space. The detached ADU shall be setback a minimum of 1.2 metres from the rear and side lot line, and a setback of 3 metres from an exterior side lot line (e.g. side of property along a street).

Detached ADU Examples:



-  Principal Unit  
161 m<sup>2</sup>
-  Second Unit  
50 m<sup>2</sup>
-  Third Unit  
50 m<sup>2</sup>



## How big can an Accessory Dwelling Unit be?

ADU's cannot be more than 50% of the gross floor area of the principal dwelling on the lot, up to a maximum gross floor area of 100 square metres and a maximum building footprint of 50m<sup>2</sup>. Each ADU can have up to 3 bedrooms.

When accessory dwelling units are constructed within the existing principal dwelling, each accessory dwelling unit shall be less than the gross floor area of the principal dwelling unit.

To figure out how big your Accessory Dwelling Unit can be, follow these two simple steps:

### Step 1: Calculate the gross floor area of your house.

- This is the total area of each floor of your house, but does not include any garage, carport, porch, veranda, balcony, sunroom, unfinished attic, unfinished basement or unfinished cellar. Do not include floor area occupied by mechanical, service and electrical equipment either.

### Step 2: Calculate the maximum floor area of your Accessory Dwelling Unit

- Divide the gross floor area (the number you calculated in Step 1) by two. The number you get is how big your Accessory Dwelling Unit can be, up to maximum of 100m<sup>2</sup>.

## Sample Calculations

### Example 1: Bungalow with Basement

#### Step 1: Gross floor area calculation

Gross floor area = main floor area + (basement floor area - basement service area)

Gross floor area = 90m<sup>2</sup> + (90m<sup>2</sup> - 10m<sup>2</sup>)

Gross floor area = 170m<sup>2</sup>

#### Step 2: Maximum floor area of Accessory Dwelling Unit calculation:

Maximum floor area = gross floor area ÷ 2

Maximum floor area = 170m<sup>2</sup> ÷ 2

Maximum floor area = 85m<sup>2</sup>

The maximum size of the *Accessory Dwelling Unit* (attached or detached) is 85m<sup>2</sup>.

### Example 2: Two-Story House with Basement

#### Step 1: Gross floor area calculation

Gross floor area = main floor area + second floor area + (basement floor area - basement service area)

Gross floor area = 90m<sup>2</sup> + 80m<sup>2</sup> + (90m<sup>2</sup> - 12m<sup>2</sup>)

Gross floor area = 248m<sup>2</sup>

#### Step 2: Maximum floor area of Accessory Dwelling Unit calculation:

Maximum floor area = gross floor area ÷ 2

Maximum floor area = 248m<sup>2</sup> ÷ 2

Maximum floor area = 124m<sup>2</sup> (Note: Maximum allowable is 100m<sup>2</sup>)

**Although 50% of the gross floor area is 124 m<sup>2</sup>, the Accessory Dwelling Unit (attached or detached) would be restricted to the maximum unit size of 100 m<sup>2</sup> (up to 50m<sup>2</sup> building footprint for a detached accessory dwelling).** Note: if there are two accessory dwellings within the existing structure, in this example, the maximum size of each could be up to 80m<sup>2</sup> (second floor) or 90m<sup>2</sup> (basement floor area).<sup>[KB1][PCo12]</sup> This is because these are the measurements of the second-floor area and basement floor area, and an accessory dwelling unit is only required to be smaller than the floor area of the principal dwelling.

## What are the entrance requirements for an Accessory Dwelling Unit?

All Accessory Dwelling Units must have their own separate entrance. The separate entrance may be from the front, side or rear of the building, but it must meet the following requirements:

- The entrance must be accessed by a minimum 1-metre-wide path of travel between the building and any lot line; and,
- Safe entrance and exit of the Accessory Dwelling Unit must meet the requirements of the Ontario Building Code and Fire Code.

## How many parking spaces do I need?

A total of 2 off-street parking spaces will be required on a property with 1 accessory dwelling units, while a total of 4 off-street parking spaces will be required on a property with 2 accessory dwelling units.

Please note the following when determining the number of parking spaces on your property:

- Parking spaces both inside the garage or outside on the driveway can be counted;
- Each parking space must be a minimum of 2.5 metres wide and 5 metres long;
- Tandem parking is permitted.
- If your property cannot provide enough parking right now, you might be able to widen your driveway to meet the required number of parking spaces; and,
- A minimum of 40% of your front yard must be maintained as landscaped open space and cannot be used for driveway and/or parking purposes.

## Can I build an Accessory Dwelling Unit on a privately serviced lot (i.e. individual well and septic)?

Yes, but you will be required to demonstrate that the private system(s) has sufficient capacity for the second and/or third Accessory Dwelling Unit. The Ministry of the Environment has rules for the quantity and quality of water that a private residential well must provide. The capacity and design of a private septic system is regulated by the Ontario Building Code.

## Do I need to consider on-site drainage?

On-site drainage and storm water management must be maintained or improved with the addition of an Accessory Dwelling Unit. For example, the construction of a side yard walkway has the potential to alter the way surface runoff flows to storm water management drains. A site grading plan may be required to limit the possibility of flooding and to ensure that any changes

made to your property do not negatively impact grading and drainage on your property or your neighbours.

## **What can I do if my property does not meet the zoning requirements?**

If your property cannot meet the zoning requirements for Accessory Dwelling Units, you may have the opportunity to apply for a minor variance or a zoning by-law amendment. These processes are summarized as follows.

### Minor Variance Application

- The minor variance process allows for a property owner to seek relief from a specific provision of the Town's zoning by-law. The Committee of Adjustment is an independent body appointed by Council and will consider approval of your application. It will typically take about 2 months for your application to be processed. Additional details and the application form are on the Town's [website](#).

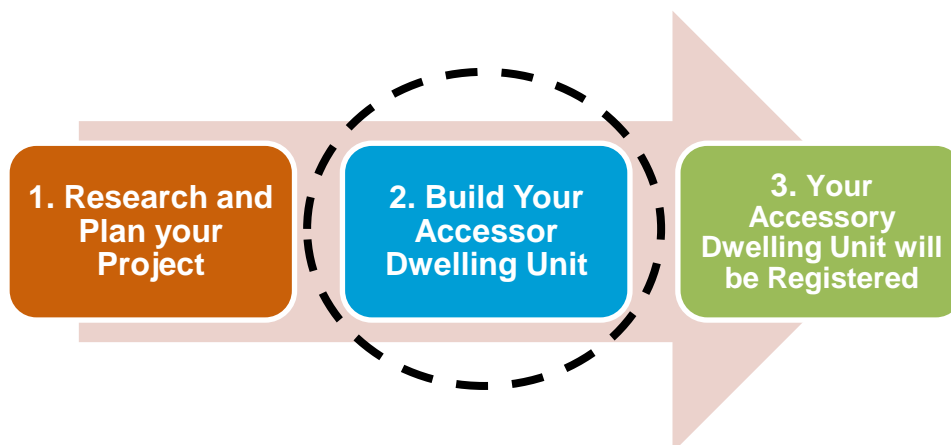
### Zoning By-Law Amendment

- If the requested relief from the Town's zoning by-law is not determined to be minor, a site-specific zoning by-law amendment will be required, subject to Council approval. This process typically takes about 4-6 months. An application form can be found on the Town's [website](#).

Please contact the Town's Planning Services department (705-436-3710) to discuss which process best suits your situation.



## Step 2: Build Your Accessory Dwelling Unit



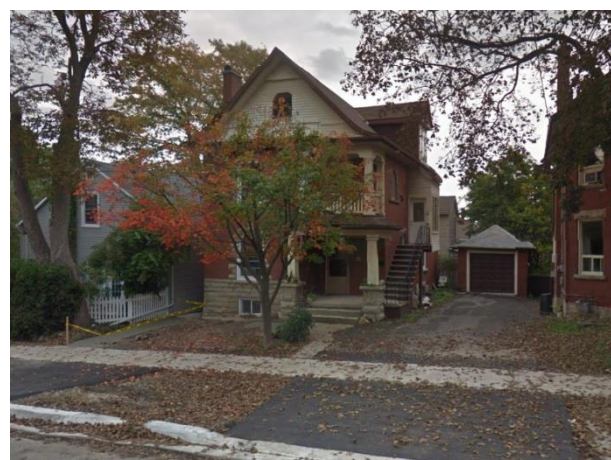
### What should I consider in the exterior and interior design of my Accessory Dwelling Unit?

You should design your Accessory Dwelling Unit so that it blends in with your neighbourhood. Any urban design guidelines that affect your property must be followed. The following are some things to keep in mind when designing your unit so that will be functional and blend in with your home and neighbourhood:

#### Design Considerations:

- Match any new windows, doors and materials (e.g. siding, brick, plaster, shingles, etc.) to the current ones on your home, especially at the front of the house
- Maintain current rooflines if you are adding on dormers or an addition to your second story (e.g. above your attached garage)
- Build a privacy fence or other landscape screening between your neighbours, especially if the Accessory Dwelling Unit has a side or rear entry
- Avoid the placement of windows facing your neighbours, particularly in detached ADU's in your backyard
- Use permeable surfaces when providing additional parking
- Provide storage space for household items and garbage facilities
- Provide outdoor amenity space (e.g. deck or patio) for your tenants

#### Example of an Accessory Dwelling Unit with an entrance that blends in with the existing architecture



**Health and Safety Considerations:**

- Accommodate individuals with mobility challenges with appropriate hallway and door widths, bathroom and kitchen fixture placement, stair configuration, etc.
- Ensure you have adequate outdoor lighting, while still minimizing the projection of light onto neighbouring properties.
- Provide a hard/stable walkway to the Accessory Dwelling Unit entrance if it is not at the front of the house.
- Protect the health of your tenants and reduce maintenance costs by requiring that your Accessory Dwelling Unit be 'smoke-free' (it is legal for a landlord to adopt a 'no-smoking' policy).

**What role does the Ontario Building Code play in building a legal Accessory Dwelling Unit(s)?**

The Ontario Building Code provides the minimum construction requirements for all buildings within Ontario. It ensures that public health and safety, fire protection and structural integrity of buildings during construction, renovation and changes of use are upheld. Within the Town of Innisfil, the Building Department is responsible for reviewing applications to ensure they meet these minimum requirements. To begin construction on your Accessory Dwelling Unit a complete application including all information and drawings must be submitted to the Building Department for review.

**Should I get help to draw my plans?**

**It is strongly recommended that you hire a qualified designer.** The Building Code requirements for Accessory Dwelling Units are complex. A qualified designer will help ensure that your plans meet all technical requirements, saving you time and money in the long run. The possible benefits of working with a qualified design professional include:

- Additional expertise on layout and functionality of design
- Tips to maximize rent or resale value
- Cheaper alternatives to gain code compliance
- Quicker review and permit process
- Assistance throughout the permit process
- Creative solutions that could save time and money during construction

A qualified designer may be an architect, engineer or a person certified and registered with the [Ministry of Municipal Affairs and Housing \(MMAH\)](#). Designer qualifications can be viewed on the Ministry's on-line Public Registry ([QuARTS](#)). A designer that is not a P.Eng or Architect must hold a BCIN (Building Code Identification Number) with qualifications under House or Small Buildings at minimum. It is also best to work with a designer familiar with the location in which you are building and one that is experienced in Accessory Dwelling Unit design.

## What are the Building Code requirements for Accessory Dwelling Units?

Under the Ontario Building Code, you will need a building and/or a change of use permit. There are different scenarios that apply to Accessory Dwelling Units under the Building Code:

- **Scenario 1: Building an Accessory Dwelling Unit in a new home or house less than 5 years old.** Part 9 of the Building Code applies. Submit a building permit application.
- **Scenario 2: Building an Accessory Dwelling Unit in a house more than 5 years old.** Part 11 of the Building Code applies. Submit a building permit application.
- **Scenario 3: An Accessory Dwelling Unit has already been built without a building permit.** Submit detailed floor plans of the existing construction as well as any proposed construction. A change of use permit and possibly a building permit will be required to legalize the unit. Construction to bring the unit into compliance with the Ontario Building Code may be required.

With any Accessory Dwelling Unit application, all relevant sections of the Building Code apply and in the case of a discrepancy between the tables below and the original text of the Building Code, the Building Code shall govern.

**Please note that this is only a guide and does not include all of the requirements for second dwelling units. The applicant shall be familiar enough with the Ontario Building Code to verify that the proposal meets all applicable requirements of both the Building Code and Zoning By-Law. Please reach out to a qualified designer if you need assistance in the preparation of your design.**

### Minimum Room Size Requirements

Required Space	Minimum Area
<b>Open Concept Bachelor Apartment</b>	
<b>Living, Dining, Kitchen and Sleeping space</b>	13.5 m <sup>2</sup>
<b>Other Partitioned Apartments</b>	
<b>Living Area</b>	13.5 m <sup>2</sup>
<b>Living Room combined with a kitchen and dining space (not intended for more than 2 persons)</b>	11.0 m <sup>2</sup>
<b>Dining area</b>	7.0 m <sup>2</sup>
<b>Dining area if combined with one other space</b>	3.25 m <sup>2</sup>
<b>Kitchen</b>	4.2 m <sup>2</sup>
	3.7 m <sup>2</sup> (Not more than 2 persons and not more than one bedroom)
<b>Master Bedroom (Unit must contain one)</b>	9.8 m <sup>2</sup>
	8.8 m <sup>2</sup> If a built in closet is provided
<b>Other Bedrooms</b>	7.0 m <sup>2</sup>
	6.0 m <sup>2</sup> If a built in closet is provided
	4.2 m <sup>2</sup> If combined with another space.
<b>Bathroom</b>	Sufficient space to accommodate a toilet, sink and bathtub or shower stall.

## Minimum Required Ceiling Height

Rooms and Combined Spaces	New and Houses Less than 5 years old	Greater than 5 years old
Living Room	2.3 m (7'-7") over at least 75% of the required floor area with a clear height of 2.1 m (6'-11') at any point	Minimum 1950 mm (6'-5") over the required floor area or minimum room height not less than 2030 mm (6'-8") over at least 50% of the required floor area
Living Room combined with a kitchen and a dining area		
Dining Room		
Dining Room if combined with other spaces		
Kitchen Area		
Master Bedroom		
Bedroom		

## Minimum Window Requirements for Natural Light

Location	New and Houses Less than 5 years old	Greater than 5 years old
Laundry Room, Kitchen, Bathroom	Window not required	Window not required
Living and Dining Rooms	10% of floor area	5% of floor area
Bedrooms and other Finished Rooms	5% of floor area	2.5% of floor area

## Minimum Door Width Requirements

Door Location	Requirements
Entrance Door to Dwelling	810mm
Any door between the exterior and the basement	810 mm
Utility rooms	810 mm
Walk-in closets	610 mm
Bedrooms	760 mm
Bathrooms	610 mm

## Smoke and Carbon Monoxide Alarms

Requirements	New and Houses less than 5 years old	Houses greater than 5 years old
<b>SMOKE ALARMS</b> <ul style="list-style-type: none"> <li>Required to be contained within each unit, on every storey, in any hallway</li> </ul>	<ul style="list-style-type: none"> <li>Must be hardwired</li> <li>Must be interconnected within the suite</li> <li>Must have a strobe light</li> </ul>	<ul style="list-style-type: none"> <li>May be battery operated</li> <li>Interconnected (wireless)</li> <li>Must have a strobe light</li> </ul>

<b>serving bedrooms and in every bedroom</b>		
<b>CARBON MONOXIDE ALARMS</b> <ul style="list-style-type: none"> <li>• <b>Required when a fuel burning appliance is located in any suite or if there is an attached garage.</b></li> <li>• <b>Must be installed adjacent to all sleeping areas.</b></li> <li>• <b>Installed per manufactures instruction, or in the absence of that, on or near the ceiling</b></li> </ul>	<ul style="list-style-type: none"> <li>• Must be mechanically fastened</li> <li>• Must be hardwired</li> <li>• Must be interconnected within the suite</li> </ul>	<ul style="list-style-type: none"> <li>• May be battery operated or plugged into an electrical outlet.</li> <li>• When a fuel burning appliance is located in a suite or if there is an attached garage.</li> </ul>

## Fire Separations between and within Units

<b>New and Houses less than 5 years old**</b>	<b>House greater than 5 years old<sup>[KB3]</sup></b>
<ol style="list-style-type: none"> <li><b>1. If both dwelling units only have 1 storey:</b> <ul style="list-style-type: none"> <li>• 45 minute fire separation required between units</li> <li>• 45 minute fire rating required to protect supporting structure (columns, loadbearing walls, beams, etc).</li> </ul> </li> <li><b>2. If either dwelling unit has more than 1 storey and is not located in a house:<sup>[KB4]</sup></b> <ul style="list-style-type: none"> <li>• then a 1 hr separation is required between the units, and</li> <li>• 1 hr fire rating required to protect supporting structure (columns, loadbearing walls, beams, etc).</li> <li>• if new construction, floors within the unit shall have a rating of 45 minutes, if existing building floors within the unit to be minimum rating of 30 minutes</li> </ul> </li> </ol>	<ul style="list-style-type: none"> <li>• 30 minute fire separation required between units</li> <li>• 30 minute fire separation required to protect supporting structure (columns, loadbearing walls, beams, etc).</li> <li>• 15 minute fire separation may be permitted where smoke alarms are installed in each dwelling unit and are interconnected</li> <li>• Sprinklers installed throughout the building may waive the fire separation requirements, however the system shall be engineered to demonstrate adequate performance in the event of a fire per applicable building/fire codes.</li> </ul>

**\*\*If no fire separation is existing then sound attenuation is required between units. (min 50 STC)**

## Heating and Ventilation

Furnace system may service both units; a smoke detector must be installed in the supply or return air duct that will turn off the fuel supply and electrical power to the heating system when triggered.

<b>New and Houses less than 5 years old</b>	<b>House greater than 5 years old</b>
<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>• Dampers are not required.</li> </ul>

<ul style="list-style-type: none"> <li>• Dampers on ductwork and fire stopping of other penetrations may be required.</li> </ul>	
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## Minimum Plumbing Facilities

<b>Kitchen Sink</b>	<ul style="list-style-type: none"> <li>• Hot And Cold Water Supply Required</li> </ul>
<b>Laundry Facilities</b>	<ul style="list-style-type: none"> <li>• Hot And Cold Water Supply Required;</li> <li>• Laundry May Be Located In A Common Area In The Building.</li> </ul>
<b>Bathroom With Lavatory, Toilet, Bathtub Or Shower Stall</b>	<ul style="list-style-type: none"> <li>• Hot And Cold Water Supply Required;</li> <li>• Provisions Shall Be Made For The Future Installation Of Grab Bars Around Toilet And Bath/Shower Area.</li> </ul>

## Egress Requirements

<b>New and Houses less than 5 years old</b>	<b>House greater than 5 years old</b>
<ol style="list-style-type: none"> <li>1. <b>Dedicated exit (not shared with other unit) without having to go up or down more than 1 floor.</b></li> <li>2. <b>Shared Exit with a fire resistance rating of 45 minutes or 1 hr dependent on Section 5.6 above and a second and separate means of egress.</b></li> </ol> <p>***if the exit <i>door</i> is not at the same level as the bedroom, one window for egress that is:</p> <ul style="list-style-type: none"> <li>• openable from the inside without tools,</li> <li>• provides an individual, unobstructed open portion having a minimum area of 0.35 m<sup>2</sup> (3.8 ft<sup>2</sup>) with no dimension less than 380mm (15") and does not require additional support to keep it open, and</li> <li>• except for basement windows, have a maximum sill height of 1 metre.</li> </ul> <p>***only openable portion of slider can be used for these dimensions, removable panels are not accepted.</p>	<ol style="list-style-type: none"> <li>1. <b>Dedicated exit</b> (not shared with other unit) with reasonable access to grade.</li> <li>2. <b>Shared Exit</b> with a fire resistance rating of 30 minutes, and smoke alarms in both units and common areas are interconnected, and if the bedroom is not at the same level, provide an egress window as listed for new houses.</li> </ol> <p>***if there is a door within the unit that has an unshared direct access to the exterior, an egress window is not required.</p>

## How Do I Make an Application for a Building Permit?

Once you have checked that your second and/or third Accessory Dwelling Unit meet the zoning requirements, you can submit your building permit application.

To submit your application to the Building Department with the Town of Innisfil, a complete Building Permit Application Form ("Application to Construct or Demolish"), Schedule 1 Designer's Information Form, and a complete set of drawings depicting the existing and proposed work are required. All required forms are available on our website.

The following drawings are typically required with the submittal of a building permit application to ensure that the proposed project complies with all relevant polices.

**SITE PLAN** is a drawing of the property demonstrating the location of all structures on the property including their dimensions and relationship to the property lines. A Site Plan submission should include:

- Drawing Scale
- North Arrow
- Lot Lines and Dimensions
- Existing and proposed construction and dimensions
- Setbacks to lot lines
- Proposed changes to existing grade.
- Parking requirements including dimensions of driveways
- Entrances, pathways and locations of exterior lighting serving both dwelling units to ensure that safe access is available to both

**ELEVATIONS** show the exterior walls of each side of the home and are typically identified by the direction the wall faces. (i.e., North, West, etc.). An Elevation Drawing should include:

- Drawing scale
- Extent of new and existing construction (new/existing windows, doors, etc.)
- Vertical and horizontal dimensions of walls, windows and doors, this will assist in evaluating fire safety between floors and around exits
- Grade level
- Exterior Cladding (i.e, siding materials)
- Roof Shape, slope and finishing material
- Exterior lighting

**FLOOR PLANS** are drawings and illustrating the floor layout as viewed from above. One floor plan is required for each floor of the house to ensure that the safety of one unit does not impact another unit. Floor plans should include:

- Drawing Scale
- Use of Rooms and spaces (e.g. bathroom, Kitchen, bedroom, etc.)
- Room and space dimensions
- Extent of new construction including new construction within existing building areas.
- Size, type, and location of exterior and interior walls and partitions
- All structural elements, beams (wood, steel, etc.), columns, structural walls, etc.
- Dimensions and location of all openings (doors and windows)
- Location dimensions and direction of all stairs
- Notes on material specification
- Wall and ceiling construction (wall/ceiling codes per OBC SB-2/SB-3 and/or detailed cross section of wall/ceiling assembly)

- Heating system location, details and calculations, location of heat supply and return
- Location of smoke alarms and carbon monoxide detectors
- Size of window area and natural lighting calculations for bedrooms, living and dining rooms.
- Fire separation details
- Location of plumbing fixtures
- Location of bulkheads enclosing ductwork

**SECTION DRAWINGS** illustrate a cross sectional view of the home, typically through the stair, that shows existing and proposed construction. The drawing should include:

- Drawing scale
- Floor to ceiling height, head clearances over stairs
- Details of footings, foundations, walls , floors, and the roof
- Attic and crawl space ventilation
- Fire separation details

**MECHANICAL DRAWINGS** provide information about the heating capacity and calculations of the proposed furnace and any other cooling systems. The drawings should notes the design and layout of the duct system.

## What Happens Once I Submit my Plans?

Once submitted, Building Officials will review the application. If the application is complete, the reviewer will either issue a permit or request additional information necessary within **15 business days**. However, the timeline really depends on how complete and accurate the provided information is at the beginning.

Once the permit has been issued, you can start construction and you will need to request a series of building inspections with Innisfil's building inspectors via the [online booking tool](#). This list of required inspections will be printed on your building permit placard that gets issued to you. On the day of your inspection the building inspectors will come to your property and inspect your project to ensure that it has been constructed in accordance with the Building Code and follows the plans approved by the Town. The inspector may ask you to fix items that do not meet the requirements and may require you to book a re-inspection. When requesting an inspection, please provide 2 business days' notice.

Please Note: The Town does not conduct pre-purchase inspections. For information regarding the services of a pre-purchase home inspector, please consult your telephone directory. However, if you have questions or concerns about a planned or existing Accessory Dwelling Unit, you can contact Innisfil's Building Department.



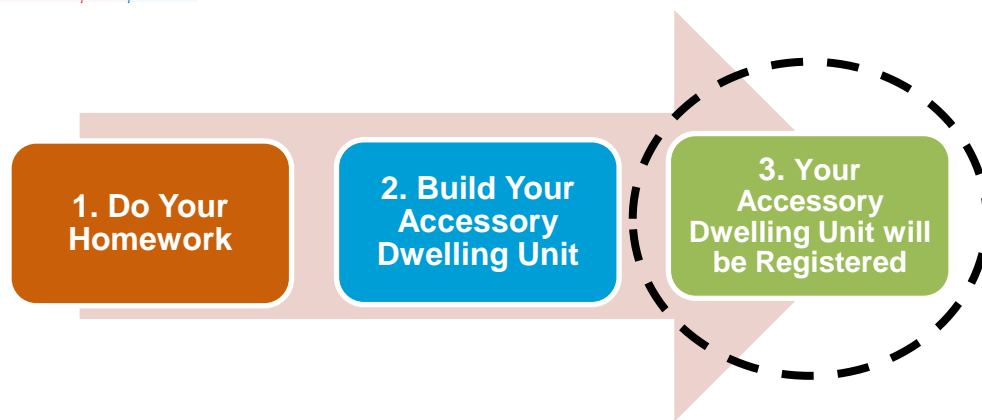
## How much are building permit fees?

Building permit fees are based on the square footage of the area of work being proposed, and include a Zoning Review fee. There are no development charges applicable to the creation of an accessory dwelling unit.

Construction Type	Fee*
Additions and New Construction	\$1.88/ft <sup>2</sup>
Renovation/Alteration of Interior Floor Layout	\$0.60/ft <sup>2</sup>
Zoning Permit	\$129.90
Development Charges	N/A

\*Permit fees are reviewed annually and subject to change. All fees are outlined in the [Town's Fees and Charges By-law.](#)

## Step 3: Your Accessory Dwelling Unit is Registered [KB5][PCo16]



### Is there an application form to register my Accessory Dwelling Unit?

No, there is no application form. After you have built your Accessory Dwelling Unit(s) and have received an acceptable Notice of Completion inspection from the Building Department, your Accessory Dwelling Unit will be automatically registered with the Town.



### What are the benefits of a registered Accessory Dwelling Unit?

The benefits include:

- **It provides safety for you and the occupants**, by ensuring that the Accessory Dwelling Unit meets zoning, building, fire and electrical code requirements; while emergency services will be aware that a second and/or third Accessory Dwelling Unit exists.
- **It allows you to obtain proper home insurance**, which gives you peace of mind that you will be covered if you make a claim for damage to your home and be protected against personal liability.
- **Each ADU will be assigned a secondary municipal address of 'Unit 2' or 'Unit 3'**, which in addition to identifying each unit for emergency services, will allow for both the primary unit and the second and/or third Accessory Dwelling Unit to put out garbage and recycling for collection by the County of Simcoe and for a separate mailbox to be assigned to the Accessory Dwelling Unit(s) by Canada Post.

## **How much will it cost to register my Accessory Dwelling Unit? Will I be required to renew my registration?**

The Town's Accessory Dwelling Units Registration By-Law identifies **no** registration fee. It also only requires a one-time registration with no periodic renewal.

Accessory dwellings will be required to maintain compliance with all applicable Town standards and if deemed to be in non-compliance, they would be subject to a fine and be required to make changes to ensure compliance with these standards.

## **Are there fines for Non-Compliance?**

Yes, if an inspection determines that the property is in violation of the Accessory Dwelling Units Registration By-Law, the following minimum fines will apply:

- \$350 inspection/administration fee for first letter of non-compliance; and
- \$500 inspection/administration fee for each follow up letter of non-compliance.

This is in addition to the existing penalties in the Registration By-Law as follows:

- Upon a first conviction, the minimum fine shall be \$350.00 up to a maximum fine of \$100,000.00;
- Upon any subsequent conviction, the minimum fine shall be \$500.00 up to a maximum of \$100,000.00;
- Upon conviction for a continuing offence, the minimum fine shall be \$500.00 up to a maximum of \$10,000.00 for each day or part of a day that the offence continues;
- Upon conviction for a multiple offence, for each offence included in the multiple offences, the minimum fine shall be \$500.00 up to a maximum of \$10,000.00.

## **Will my Accessory Dwelling Unit be assigned a separate address?**

Yes, prior to the occupancy stage of construction, an accessory address of "Unit 2" or "Unit 3" must be installed (the address for the primary dwelling will stay the same). The address of "Unit 2" and/or "Unit 3" must be visible to identify the primary entrance into the second and/or third Accessory Dwelling Unit. This will help emergency services such as police, fire and ambulance to act more quickly in an emergency. It will also make mail and delivery services more convenient and ensure that garbage and recycling is picked up for each of the units.

## **Is a list of registered Accessory Dwelling Units publicly available?**

Yes, a list containing the addresses of legally registered Accessory Units is available [online](#) and in person at the Town Hall. This list will make it easier for tenants to identify whether an Accessory Unit is legal.

## **Once I develop an Accessory Dwelling Unit, what are my responsibilities as a landlord?**

The rights and responsibility of a landlord are outlined in the Residential Tenancies Act. This information for landlords in Ontario is available from the [Landlord and Tenant Board](#).

All property owners must also follow the Town's Zoning By-Law and Ontario Building Code and Fire Code provisions, as well as the Town's Clean Communities/Building Maintenance By-law (035-18), which establishes standards for the maintenance of properties and buildings, such as snow removal and yard maintenance.

## Who do I contact? Where can I find more information?

Please contact the Town's Customer Service by calling 705-436-3710 or visiting Town Hall during business hours. You can also email your inquiries to [inquiry@innisfil.ca](mailto:inquiry@innisfil.ca).

The following is a list of key contacts and website links that will help you through each step in constructing legal Accessory Dwelling Units:

### **Step 1: "Do Your Homework" – Key Contacts**

Town of Innisfil Planning Services/Customer Service (check zoning requirements)

Phone: 705-436-3710

Website: [Town of Innisfil Zoning](#)

Lake Simcoe Region Conservation Authority (check if property in regulated area)

Phone: 905-895-1281

Website: <http://www.lsrca.on.ca/permits/>

Nottawasaga Valley Conservation Authority (check if property in regulated area)

Phone: 705-424-1479

Website: <https://www.nvca.on.ca/planning-permits>

County of Simcoe Social Housing Department (information on available County funding)

Phone: 705-725-7215 ext.1119

Website: <http://www.simcoe.ca/ontariorenovates>

### **Step 2: "Build Your Accessory Dwelling Unit" – Key Contacts**

Town of Innisfil Building Department (for building permit)

Phone: 705-436-3710

Website: [Town of Innisfil Building Permits](#)

Electrical Safety Authority (for an electrical permit)

Phone: 1-877-372-7233

Website: <https://esasafe.com/compliance/what-you-need-to-know/>

### **Step 3: "Your Accessory Unit will be Registered" – Key Contacts**

Town of Innisfil Building Department

Phone: 705-436-3710

Website: [Town of Innisfil Accessory Dwelling Units](#)