

A building permit is required in the Township of Puslinch for creating an **Additional Residential Unit (ARU)** in an existing detached single family dwelling or detached accessory building. If you are new to the process or are uncertain of the permit application process/requirements, please consult the [Building Permit Process](#) webpage or contact building@puslinch.ca directly. This guide explains the requirements for submitting a building permit application for an Accessory Apartment in greater detail.

General ARU Zoning Requirements:

Under the [revised zoning by-law](#) the following restrictions apply ARU's:

- Be no larger than 45% of the principal dwelling floor area, up to maximum of **130m² (1399 ft²)**
- Up to two ARU's in total are permitted on the property:
 - One within the principal dwelling **and**
 - One within a detached building
- Detached ARU's must be within **40m** of the principal dwelling
- Provide 3 on-site parking spots, with no new driveway entrance being created
- Maximum height varies depending on proposed ARU

For full details on Zoning requirements for your property and ARU's, contact planning@puslinch.ca.

Building Permit Requirements:

An accurate site plan or survey (to scale & dimensioned) of your lot, including the following:

- Location of proposed building
- All existing structures and property lines
- Sewage system (tank & leaching field) and well
 - Existing septic will need to be reviewed
- Grading plan may be required if project is in a subdivision

Construction drawings (to scale & dimensioned) including the following:

- Plan view with floor, wall, roof construction, & building height
- Side elevation(s) with window/door sizes & cladding materials
- Wall and/or building section(s)
- Fire separation wall/floor assemblies
- Connection to existing structure (where applicable)

See sample construction details on [pages A-1 to A-4](#) for more information

Additional permits may be required from the below contacts:

If your property is located within a regulated conservation area, or a source water protection area, approval from the authorities having jurisdiction may also be required.

- Source Water Protection: wellingtonwater.ca
- Conservation Authority:
 - GRCA: 519-621-2763 or grandriver.ca
 - Halton: 905-336-1158 or conservationhalton.ca
 - Hamilton: 905-525-2181 or conservationhamilton.ca

How long does it take before I get my permit?

- Once a complete application is made, the permit will be reviewed within the legislated time line: 10 business days. Within that time period, your permit will be issued, or more information regarding your project may be requested by the building department.

Inspection requirements:

Mandatory inspections will change based on the type proposed. At minimum, most accessory apartments will require the following:

- Framing
- Underground Plumbing, Above Ground Plumbing and Final Plumbing
- Heating Rough-in
- Insulation, Air Barrier and Fire Separation
- Occupancy & Final Building

All mandatory inspections will be listed on the permit.

Booking Inspections

Please make your inspection request through [Cloudpermit](#). If you have questions, you can email building@puslinch.ca or call the office at 519-763-1226 ext 180.

Inspections are conducted every Monday, Wednesday, Thursday & Friday. Inspection requests must be received no later than 3:00pm the business day before the requested date. (Example: Friday inspection must be requested before 3:00pm Thursday afternoon).

Permit applications are accepted online through CLOUDPERMIT, accessible through our website.
puslinch.ca/building

Guide to Design Requirements for Additional Residential Units (ARU) in existing buildings

BUILDING SPECIFIC DESIGN REQUIREMENTS

REQUIREMENTS	BUILDING CONDITION	
	A Less than 5 years since occupancy	B 5 years or more since occupancy
FLOOR FIRE SEPARATION (continuous)		
Permitted Floor Fire Resistance Rating (FRR)	30 min - for all common spaces AND when interconnected smoke alarms are not provided between both suites	
	15 min - when interconnected smoke alarms are provided between both suites	
Permitted Floor Sound Rating (STC)	Not required	
WALL FIRE SEPARATION (continuous)		
Permitted Wall Fire Resistance Rating (FRR)	30 min	
Permitted Door Fire Protection Rating (FPR) (Note: door requires a self-closing device)	20 min	
Permitted Wall Sound Rating (STC)	Not required	
SUPPORTING STRUCTURE		
Permitted Fire Resistance Rating (FRR) for load bearing walls, beams, and columns	Same as Floor FRR	
HVAC SYSTEMS		
Duct type Smoke Detector	Must be installed in return air duct system and will completely turn off fuel and electrical supply to the heating system upon activation if existing furnace serves both dwelling units	
SMOKE & CARBON MONOXIDE ALARMS (general requirements only, additional requirements may apply)		
Interconnection between dwelling units	May be required based on Floor FRR (see above)	
Required locations and general requirements	Smoke alarms are required on every floor level, in every bedroom, in hallways serving a bedroom, and in all common areas. All smoke alarms within a dwelling unit shall be interconnected and have a visual signaling component (strobe light). Carbon Monoxide alarms to be installed in hallways serving a bedroom.	
MINIMUM WINDOW AREA		
Living and Dining Rooms	10% of area served	5% of area served
Bedrooms and other Finished Rooms	5% of area served	2.5% of area served
CEILING HEIGHT (Minimum)		
All Rooms	6'-11" over entire floor 6'-5" under beam/duct	6'-5" over all required room areas and any location normally used as a mean of egress

GENERAL DESIGN REQUIREMENTS

DOOR SIZES (Minimum)	Minimum Width	Minimum Height
Dwelling Unit Entrance or Utility Room	32"	78"
Bedroom or Rooms not mentioned elsewhere	30"	
Bathroom, Washroom, and Walk-in closets	24"	

ROOM SIZES - Separate Spaces	Min. ft ²	ROOM SIZES - Combined	Min. ft ²
Living Room	145	Living Room (> 1 bedroom)	145
Dining Room	75	Living Room (1 bedroom)	118
Kitchen (> 1 bedroom)	45	Dining Room	35
Kitchen (1 Bedroom only)	40	Kitchen (> 1 bedroom)	45
Master Bedroom (with closet)	95	Kitchen (1 bedroom)	40
Master Bedroom (without closet)	105	Bedrooms	45
Other Bedroom (with closet)	65		
Other Bedroom (without closet)	75	ROOM SIZES - Bachelor	Min.ft²
Bathroom	Sufficient space for fixtures	Living, Dining, Bedroom and Kitchen	145

- Each unit shall have access to common laundry facilities or have connections within each unit for the connection of laundry appliances

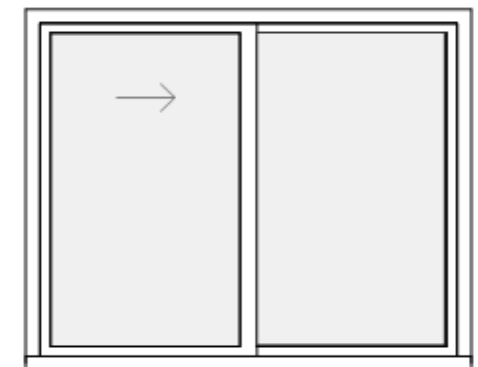
Note: These design tips do not cover all of the requirements for Secondary Suites. The person taking responsibility for the design should refer to the 2012 Ontario Building Code for a detailed listing of all requirements. The most current Building Code is available at [e-Laws - Ontario Building Code](#)


Calculating Window Area:

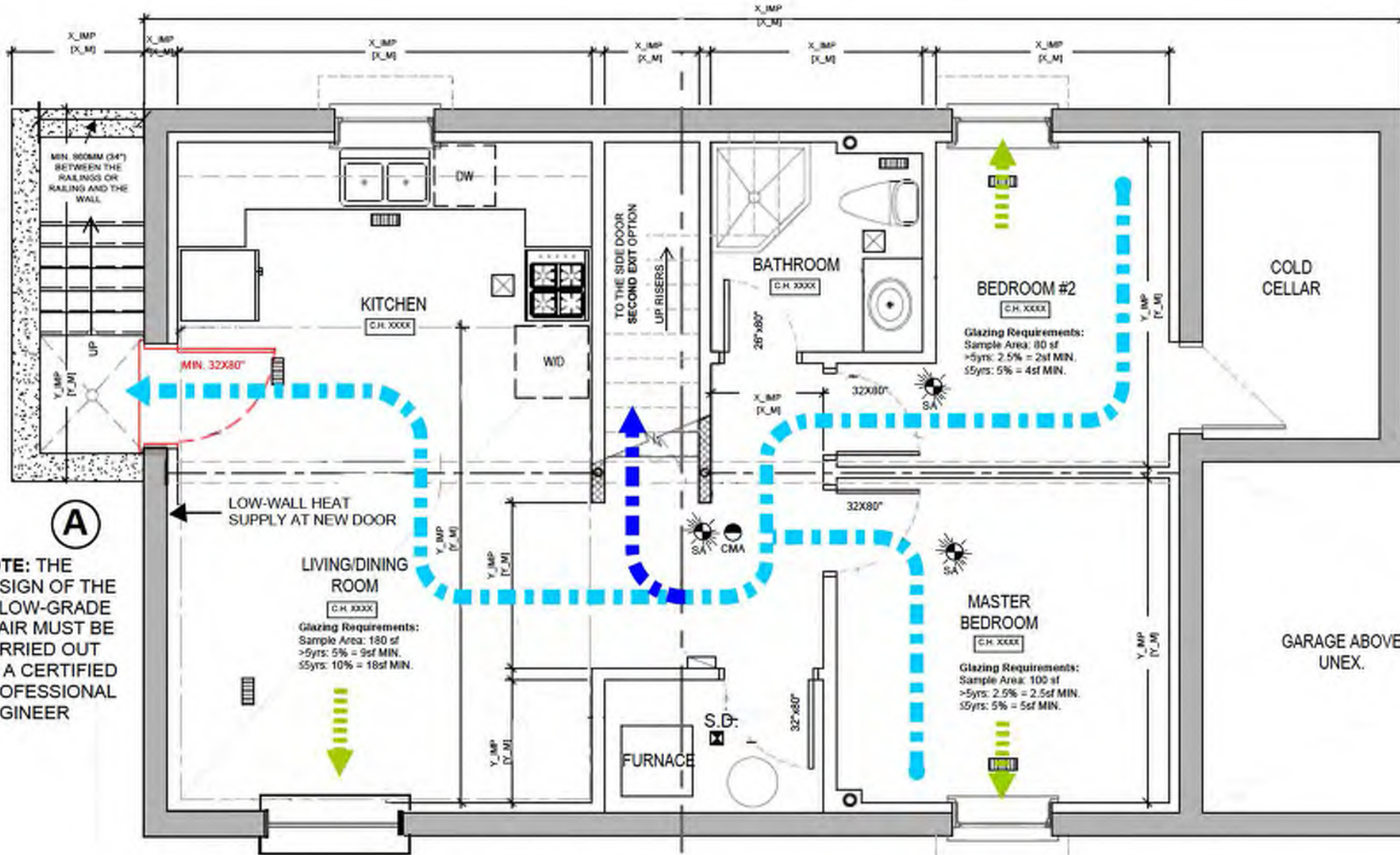
Window area required as per the Building Specific Design Requirements must be calculated by taking the rough opening size of the window and subtracting any non-glazing components

Accurate area calculations or manufacturer specifications must be provided with your building permit application.

Note: Shaded area represents glazing area

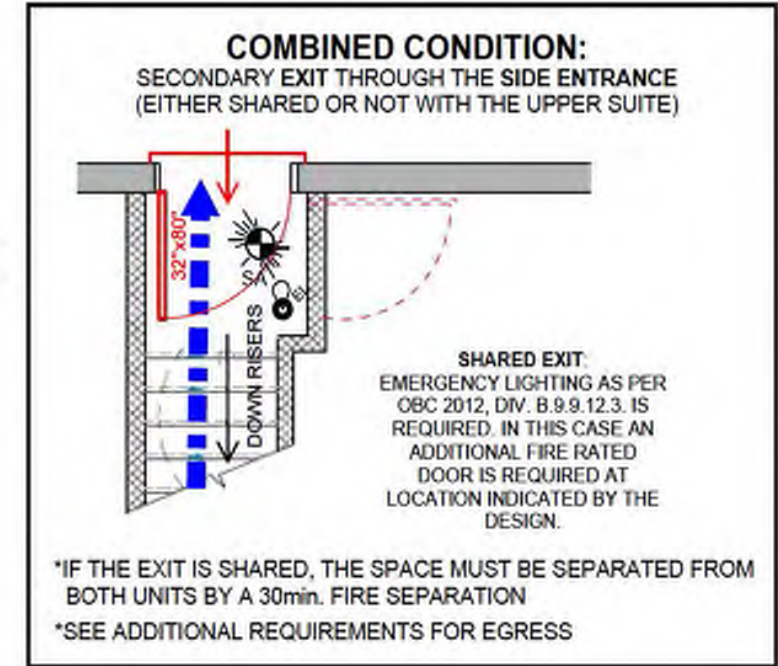


	Drawing Name: Design Requirements		Page: A-1
	Address: 7404 Wellington Road 34		
	Scale: N.T.S	Date: Jan. 2023	



NOTE: THE DESIGN OF THE BELOW-GRADE STAIR MUST BE CARRIED OUT BY A CERTIFIED PROFESSIONAL ENGINEER

1
A-01 SAMPLE PROPOSED BASEMENT PLAN (A1)
DRAW TO SCALE 1/4" = 1'-0" OR SIMILAR IN METRIC



LEGEND:

SYMBOL	DESCRIPTION
	SMOKE ALARMS SHALL BE INSTALLED IN EVERY DWELLING UNIT AND IN COMMON AREAS IN CONFORMANCE WITH SUBSECTION 9.10.19. AND ARE INTERCONNECTED WITH VISUAL SIGNAL (STROBE)
	CARBON MONOXIDE ALARM AND SMOKE ALARM EITHER COMBINED OR SEPARATED.
	WARM-AIR SUPPLY OUTLET.
	RETURN AIR GRILLE PROVIDED IN EVERY FIRE COMPARTMENT, SHALL NOT BE INSTALLED WITHIN FIRE SEPARATIONS.
	EXHAUST FAN SHALL BE VENTED DIRECTLY TO EXTERIOR.
	EXISTING WALL TO REMAIN.
	PROPOSED WALL: THE DESIGNER TO PROVIDE ITS SPECIFICATIONS AND DETAILS.
	PROPOSED WALL: THE DESIGNER TO PROVIDE ITS SPECIFICATIONS AND DETAILS.
	CEILING HEIGHT TAG.
	EMERGENCY LIGHTING AS PER OBC 2012, DIV. B.9.9.12.3. APPLICABLE WHERE THE SIDE DOOR IS USED BY THE UPPER FLOORS ALSO.
	SMOKE DUCT-DETECTOR (INSTALLED IN RETURN AIR PLENUM).

EGRESS PATHS:

EGRESS OPTION A1:
MAIN EGRESS BY MEANS OF A BELOW-GRADE ENTRANCE

- PATH TO MAIN ACCESS TO EXIT
- POSSIBLE LOCATIONS OF ESCAPE WINDOW (ONE REQUIRED ON THE FLOOR LEVEL)
- OPTIONAL PATH TO SECOND EXIT

ADDITIONAL REQUIREMENTS FOR EGRESS:

WHERE THERE ARE NO OPENINGS WITHIN 3m HORIZONTALLY OR 5m ABOVE THE WALK-OUT STAIR

NO OTHER EXITS ARE REQUIRED

WHERE THERE ARE OPENINGS WITHIN 3m HORIZONTALLY OR 5m ABOVE THE WALK-OUT STAIR

ONE OF THE FOLLOWING MUST BE PROVIDED IN THE SECOND UNIT:

- AN ESCAPE WINDOW MUST BE PROVIDED (A MINIMUM 3m FROM THE STAIR IS SUGGESTED)
- AN EGRESS PATH LEADING TO A SIDE DOOR MUST BE PROVIDED

Drawing Name:
Below Grade Entrance

Address:
7404 Wellington Road 34

Scale:
N.T.S

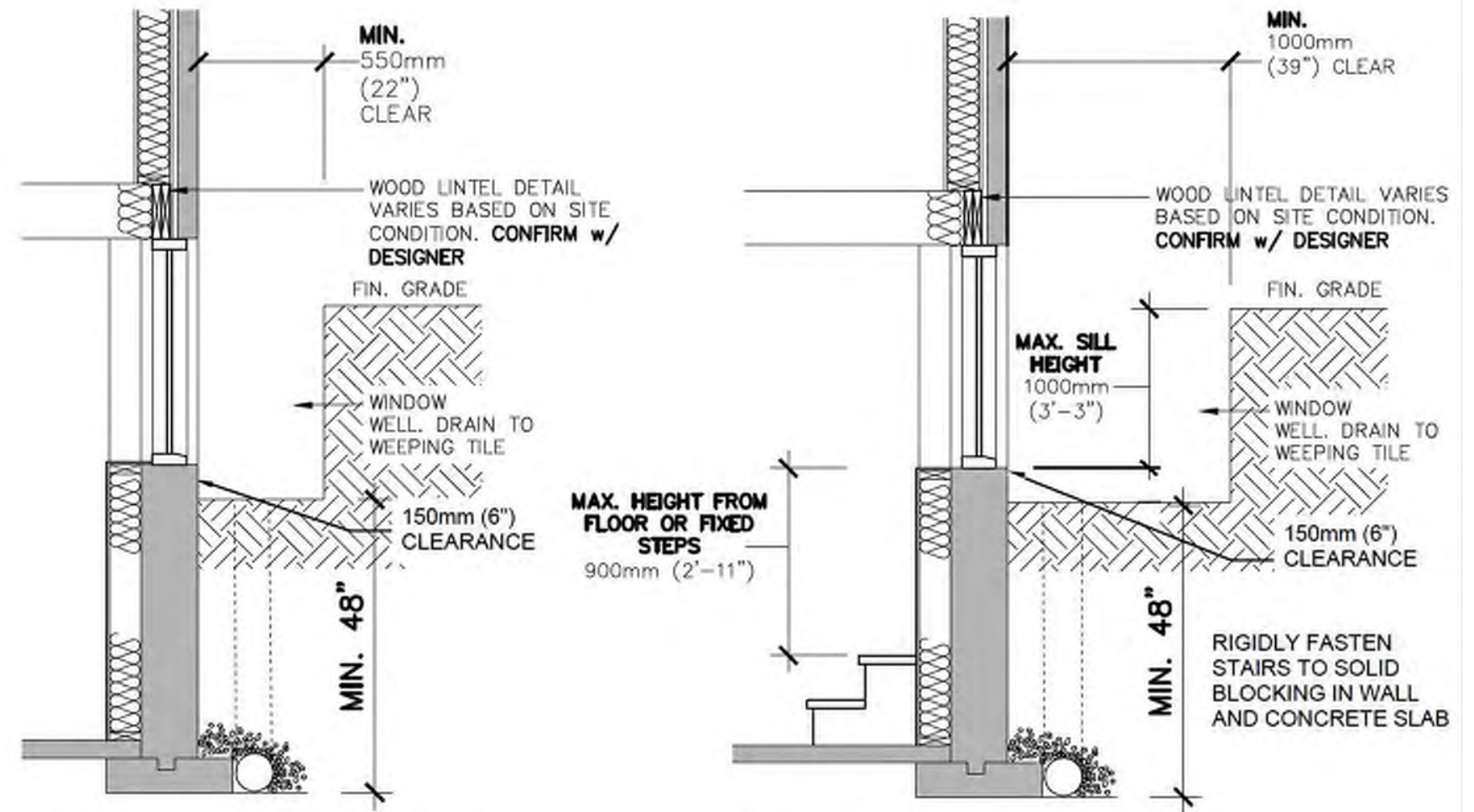
Date:
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Page:
A-2

TOWNSHIP OF
PUSLINCH
EST. 1850

	A (MIN. CLEARANCE)	B (MIN. AREA)
EGRESS WINDOW	380 mm (15")	0.35 m ² (3.8 sf)
ESCAPE WINDOW	460mm (18")	0.38 m ² (4.1 sf)

WINDOW TYPE	ELEVATION VIEW	PLAN OR SECTION VIEW
SINGLE OR DOUBLE SLIDER - FOR SLIDING WINDOWS THE CLEAR OPENING ONLY INCLUDES THE PORTION OF THE WINDOW THAT SLIDES. IT DOES NOT INCLUDE LIFTING A SASH AND REMOVING IT		PLAN
CASEMENT - THE HINGES ON A CASEMENT WINDOW MUST ALLOW THE SASH TO SWING OUT A MINIMUM 15°. THIS MAY REQUIRE THE WINDOW TO HAVE SPECIAL EGRESS HINGES		PLAN
AWNING - CENTRE SUPPORT (IF APPLICABLE) CANNOT INTERFERE WITH MIN. REQUIRED CLEAR OPENING - CLEAR OPENING MUST BE MAINTAINED WITHOUT THE NEED FOR ADDITIONAL SUPPORT (SASH MUST BE SELF SUPPORTING IN OPEN POSITION)		SECTION
SINGLE OR DOUBLE HUNG - CLEAR OPENING MUST BE MAINTAINED WITHOUT THE NEED FOR ADDITIONAL SUPPORT (SASH MUST BE SELF SUPPORTING IN OPEN POSITION)		SECTION



1
A-05
EGRESS WINDOW
3/8" = 1'-0"

2
A-05
ESCAPE WINDOW

ESCAPE WINDOW NOTES:

1. SILL HEIGHT CANNOT EXCEED 1000mm (3'-3") ABOVE OR BELOW ADJACENT GROUND LEVEL ON THE EXTERIOR
2. SILL HEIGHT CANNOT EXCEED 900mm (2'-11") BELOW THE FLOOR LEVEL OF THE INTERIOR
3. SMOKE ALARMS ARE INSTALLED IN EVERY DWELLING UNIT AND IN COMMON AREAS IN CONFORMANCE WITH SUBSECTION 9.10.19. AND ARE INTERCONNECTED WITH STROBE LIGHT

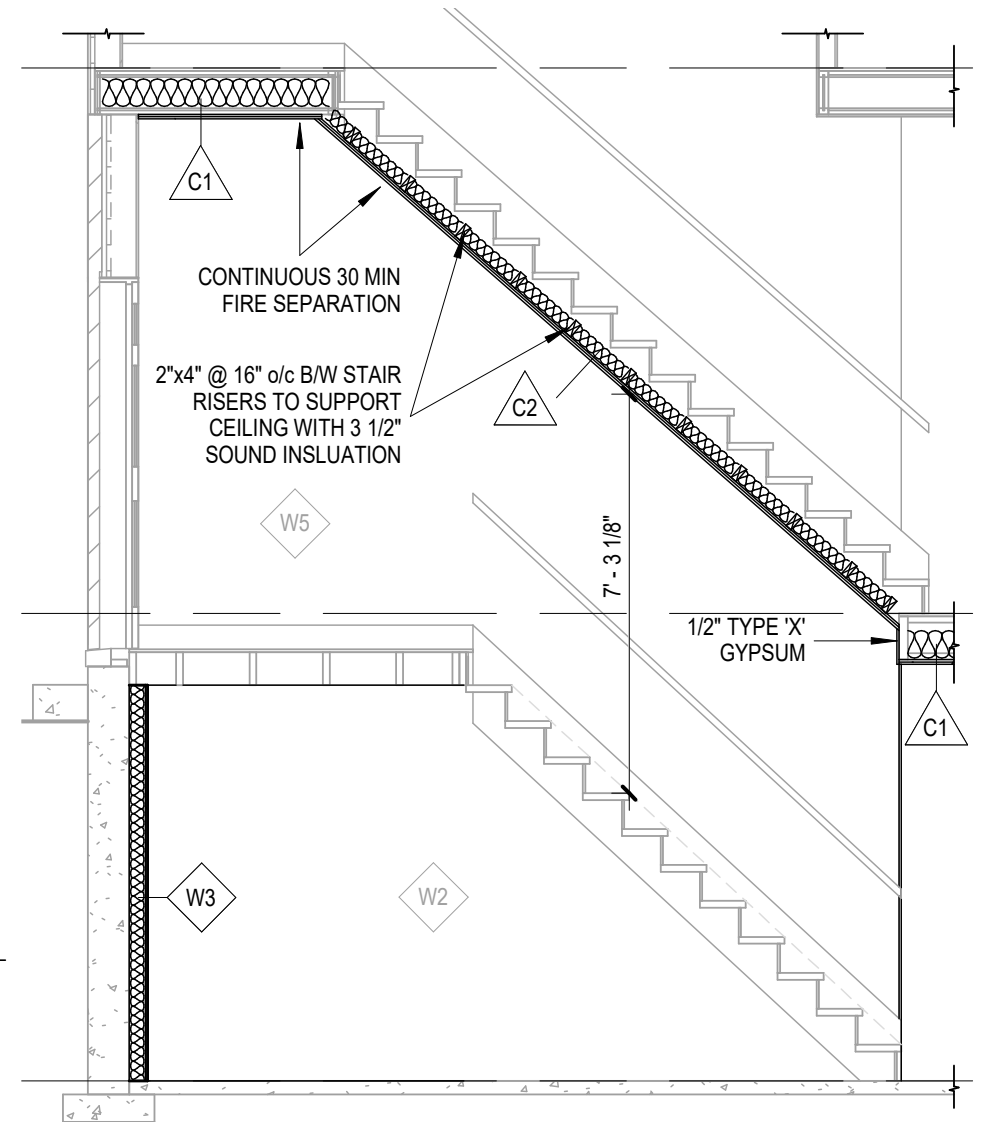
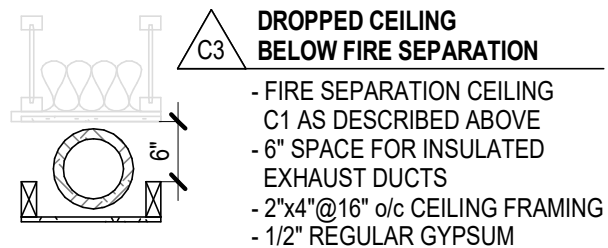
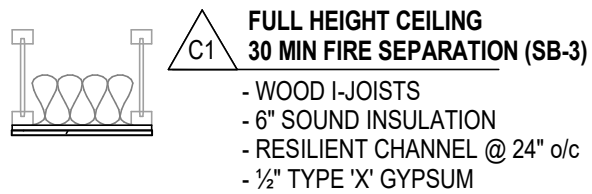
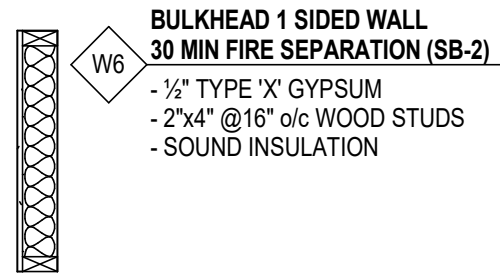
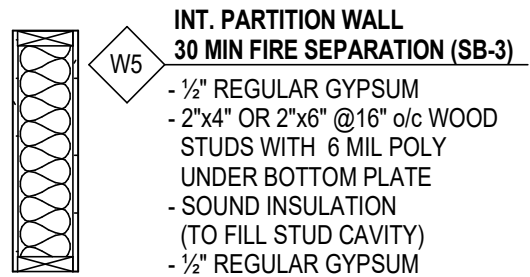
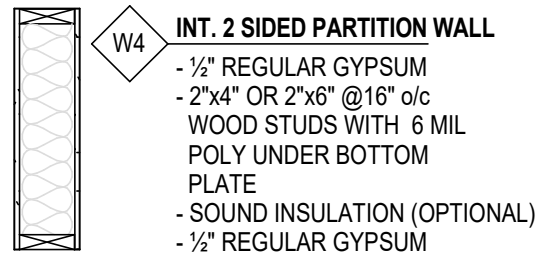
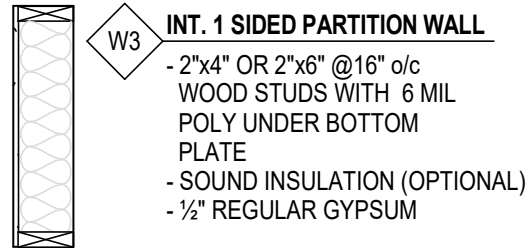
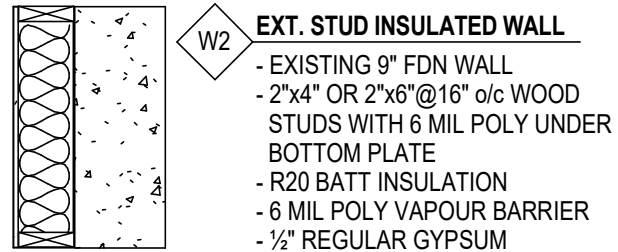
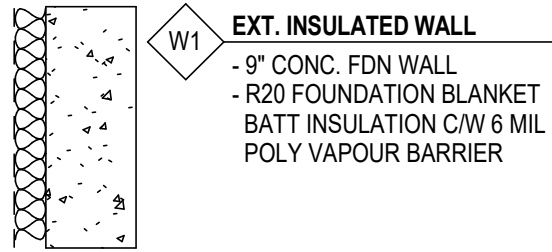
GENERAL WINDOW NOTES:

1. WINDOWS MUST BE OPENABLE FROM THE INSIDE WITHOUT THE USE OF TOOLS OR SPECIAL KNOWLEDGE
2. WHERE THE WINDOW OPENS INTO THE WINDOW WELL, AS IN THE CASE OF AN AWNING WINDOW, THE MINIMUM CLEARANCES OF 550mm (22") and 1000mm (29") MUST BE MEASURED FROM THE EDGE OF THE OPENED WINDOW
3. WHERE THE WINDOW WELL EXCEEDS 600mm (24") IN DEPTH, PROTECTION MAY BE REQUIRED

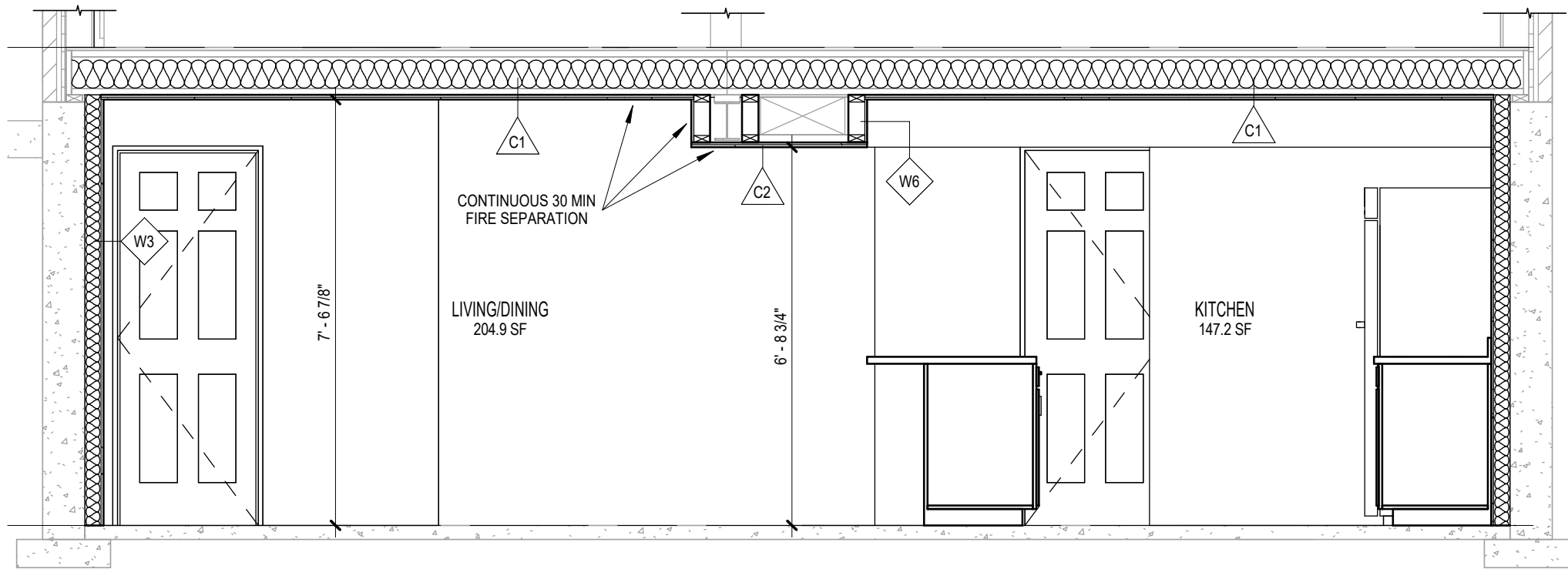
NOTE FOR FOUNDATION WALL: TOTAL WIDTH OF OPENING(S) SHALL NOT EXCEED 25% OF TOTAL WALL LENGTH, INDIVIDUAL OPENINGS SHALL NOT EXCEED 1.2M (48") UNLESS SUITABLY REINFORCED

	Drawing Name: Egress and Escape Window	
	Address: 7404 Wellington Road 34	
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WALL/CEILING SCHEDULE



2 SECTION - BASEMENT STAIR
A-7 1/4" = 1'-0"



1 SECTION - BASEMENT CEILING
A-7 3/8" = 1'-0"

 <p>TOWNSHIP OF PUSLINCH EST. 1850</p>	Drawing Name: Wall, Floor & Stair Details		Address: 7404 Wellington Road 34	Page: A-4
	Scale: N.T.S	Date: Jan. 2023		