



The Corporation of the City of North Bay
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North Bay, ON P1B 8V6

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ADDITIONAL DWELLING UNIT PERMIT APPLICATION CHECKLIST

Permit Fee: \$11.23 per \$1000.00 of Construction Value. Minimum fee of \$765.00.

- Application to Construct or Demolish
- Schedule 1: Designer Form
- Owner's Consent Form (Required if Applicant is NOT Owner)
- Application to Register Additional Dwelling Unit(s)
- Construction Drawings – Including, **but not limited to:**

Existing Conditions & Proposed Scope of Work

Life Safety Elements

Window & Door Locations and Sizes, Room Sizes & Ceiling Heights

Fire Separations and SB-3 Compliance Proposals

Fully Dimensioned

- Site Plan – Including, but not limited to:

All Property Lines & Associated Dimensions

All Structures on Property

All Parking Spaces & Associated Dimensions

For the required construction drawings it is advisable that you obtain the assistance of a Registered BCIN Designer to complete the drawings. If you own the property, and it is only two units you are allowed to complete your own drawings if you can provide all of the necessary information in a legible format. If all three units are to be contained within one structure, it is no longer considered a house under the Ontario Building Code, and therefore you must retain the services of a Registered BCIN Designer with the minimum qualifications of Small Buildings and Building Structural. Alternatively, an Architect or Engineer could provide the design.

If you are converting an existing Accessory Structure into an Accessory Dwelling Unit, please refer to **Building Services Policy for Converting an Accessory Structure to a Dwelling Unit.** (Attached)

New detached Accessory Dwelling Units are subject to the same Ontario Building Code requirements as a new house.



CONVERTING AN ACCESSORY STRUCTURE TO A DWELLING UNIT

Building Services Policy for Converting an Accessory Structure to a Dwelling Unit

In any case the Accessory Structure must have been constructed with a Building Permit. If no records are available, the applicant must first obtain a Building Permit for the Accessory Structure prior to applying for the Change of Use Building Permit and the Application to Register a Secondary Dwelling Unit. If a Building Permit for the Accessory Structure is required the Applicant must provide detailed drawings of the existing structure, and a site plan for approval by the Zoning Administrator. A Building Inspection will be required, and the Applicant will be required to expose all necessary elements of the buildings structure.

The Change of Use Building Permit is being issued on the basis that the existing structural elements of the Accessory Structure are in good repair. If any structural repairs or modifications are to be made, they must be clearly outlined in the Building Permit Application. If a Building Inspector has cause for concern with the integrity of the existing Accessory Structure, a structural audit will be required.

Requirements listed below for insulation values, ventilation and heating systems are applicable to all structures more than 5 years old. If structure proposed for conversion is less than 5 years old, all alterations shall comply with the appropriate sections of the Ontario Building Code as applicable for new construction.

Minimum Insulation Requirements

If the existing structure, or part of the structure is insulated and not proposed to be modified the existing condition is acceptable. If the structure, or part of the structure is uninsulated the following insulation values must be met for the individual system:

Assembly	Minimum R Value
Floor Slab / System (Unheated)	R5
Floor Slab / System (Heated)	R10
Walls Above Grade	Fill Cavity (Min. R12) + R5ci (Rigid)
Roof With Attic	R40 with Ventilation Maintained Throughout
Roof Without Attic	R31 with Ventilation Maintained Throughout
Vapour barrier to be appropriately provided and installed.	

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Ventilation Requirements

Ventilation system shall have a heat or energy recovery ventilator (HRV or ERV). Ventilation system to be designed by a qualified individual and drawings provided at the time of Building Permit submission. Minimum efficiency not specified, design to best practice.

Heating Requirements

Heating facilities shall be capable of maintaining an indoor ambient temperature of 21 degrees Celsius. Minimum efficiency not specified.

Other Considerations

All other applicable elements of OBC Division B, Part 9 and Part 11 not mentioned above are to be in compliance with their respective parts. Including, but not limited to, room sizes, natural light requirements, ceiling heights, plumbing fixtures and installation, life safety elements, fire separations, exiting, etc.