

## **DUPLEX DWELLINGS**

### **Building Permit Requirements**

*Building Permits are required in the Municipality of Port Hope for converting an existing building into a duplex dwelling.*

#### **Designer Qualifications**

- An Architect, Professional Engineer OR qualified BCIN Designer is permitted to take responsibility for the design.
- The homeowner is permitted to prepare and take responsibility for the design of a duplex dwelling, provided they understand and are willing to take responsibility for the applicable requirements of the Ontario Building Code.

#### **Drawings and Documentation**

**(Two sets of Construction Plans Required)**

- Fully dimensioned floor plans for all levels including the following:
  - Windows and door sizes
  - Room names
  - Kitchen and bathroom layouts
  - Ceiling heights
  - Stairs, furnace, laundry and hydro panel locations
- Wall / Ceiling section showing fire separations
- Fire separation ratings and proposed assemblies
- Up to date site plan/survey showing the location of the addition including dimensions to all property lines and other buildings/structures (if applicable)
- Elevations (For additions or exterior work)
- HVAC Design and Calculations
- Typical Information required on every page of the drawings:
  - Date and Scale of the drawings
  - BCIN Designers must include their name, signature, BCIN number, and the statement “I have reviewed and taken responsibility for the design activities.”
  - Architects and Engineers are only required to include their stamp, date and signature.

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#### **Application Process:**

*Prior to Building Department involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905-885-2431*

- Permit Application
- Schedule 1: Designer Information (if applicable) form must be completed by the individual taking responsibility for the design.
- Owner/Designer Declaration: (If Applicable)
- Energy Efficiency Design Summary – SB-12 (for additions)

#### **General Building Code Requirements:** **(For conversion of a Single Family Dwelling to a Duplex)**

*NOTE: The following is a general list of minimum requirements the building department will be reviewing for permit.*

##### **Fire Protection**

- Fire separation
- Wall and Floor assemblies
- Exit Enclosures
- Penetrations
- Combustible materials
- Openings
- Smoke and CO detectors
- Flame Spread Ratings

##### **Structural Elements**

- Floor joists
- Wall studs
- Headers / Lintels
- Rafter sizes and layout
- Stairs
- Guards / Handrails

##### **Sound Transmission Rating**

- Wall and Floor Assemblies

##### **Room Sizes**

- Minimum room sizes
- Minimum room height
- Minimum width of stairs and hallways

##### **Mechanical, Electrical and Plumbing**

- Heating systems
- Exhaust Fans
- Emergency Lighting
- Lighting – Interior/Exterior
- Plumbing Fixtures
- Laundry Facilities

##### **Exit and Egress**

- Doors
- Hall ways
- Window

##### **Windows**

- Minimum size