



Guide to Creating Additional Dwelling Units in the City of Orillia

1. Where are Additional Dwelling Units permitted?

Additional Dwelling Units are permitted in the following uses:

- 1) Single Detached Dwelling Units
- 2) Semi-Detached Dwelling Units
- 3) Townhouse Dwelling Units
- 4) Detached Accessory Structure on a same Lot as a Single Detached Dwelling, Semi-Detached Dwelling, or Townhouse Dwelling.

NOTE: In Intensification areas, an Additional Dwelling Unit shall only be permitted in Existing Single Detached Dwellings, an Existing Semi-Detached Dwelling and an Existing Townhouse Dwelling.

2. What is an Additional Dwelling Unit?

Additional Dwelling Unit means a Dwelling Unit that is located on the same Lot as a Single Detached Dwelling, Semi-Detached Dwelling or Townhouse Dwelling, either contained within the Main Building or in a detached Structure. For the purposes of this By-law, an Additional Dwelling Unit that is connected to the Main Building by a Breezeway shall be considered to be detached.

Additional Dwelling Units

Additional Dwelling Units

A maximum of two (2) Additional Dwelling Units shall be permitted on a Lot containing a Dwelling, provided the Dwelling is a Permitted Use on the Lot, in accordance with the following provisions:

Additional Dwelling Units Contained Within the Main Building

- A maximum of one (1) Additional Dwelling Unit may be contained within the Main Building on a Lot.
- For an Additional Dwelling Unit contained within the Main Building, the zone provisions in the underlying Zone with respect to Lot Area, Lot Frontage, Lot Coverage, Required Yards, Building Height and Landscaped Open Space shall apply.
- An Additional Dwelling Unit may be constructed inside a Single Detached Dwelling, a Semi-Detached Dwelling or a Townhouse Dwelling.

Additional Dwelling Units Contained Within an Accessory Structure

- A maximum of one (1) Additional Dwelling Unit within an Accessory Structure shall be permitted on a Lot. Notwithstanding the foregoing provision, an Additional Dwelling Unit is not permitted within a Boathouse.
- An Additional Dwelling Unit contained within an Accessory Structure on a Lot is permitted provided the Lot has a Minimum Lot Area of 460.0 m² and a Minimum Lot Frontage of 15.0 m.
- Notwithstanding Subsection 5.1.3.1, the floor area for an Additional Dwelling Unit contained within an Accessory Structure shall not exceed 75.0 m², inclusive of Porches, Attached Decks and Balconies and may be located within an Accessory Building with a floor area not exceeding 75.0 m². An Additional Dwelling Unit may occupy the second Storey of an Accessory Structure provided the ground floor area of the Accessory Building does not exceed 75.0 m².
- For an Additional Dwelling Unit contained within an Accessory Structure, the zone provisions in the underlying Zone with respect to Lot Coverage and Landscaped Open Space shall apply.
- The Location of an Additional Dwelling Unit contained within an Accessory Structure shall be in accordance with Table 5.1 - Minimum Required Yards for Accessory Buildings or Structures, with the following exceptions:
 - a) the entrance for an Additional Dwelling Unit contained within an Accessory Structure shall be set back at least 4.0 m from any Lot Line; and
 - b) notwithstanding Section 5.35 to the contrary, an Additional Dwelling Unit contained within an Accessory Structure shall be set back at least 30.0 m from a Waterbody.
- The minimum distance between a principal Dwelling and an Additional Dwelling Unit contained within an Accessory Structure shall be 1.5 m.
- An Additional Dwelling Unit contained within an Accessory Structure shall be a permanent Structure anchored to a permanent foundation, or, where the Additional Dwelling Unit occupies the second Storey of the Accessory Structure, the

Accessory Structure shall be a permanent Structure anchored to a permanent foundation.

- Notwithstanding Subsection 5.1.3.2, the maximum Height of an Accessory Building containing an Additional Dwelling Unit shall be 5.0 m and may include a second Storey. Rooftop patios are specifically prohibited.
- A minimum 1.5 m wide walkway that is surfaced with cement or asphaltic binder or any other permanent type of surfacing shall be provided from the Driveway to the entrance of an Additional Dwelling Unit contained within an Accessory Structure.

Water and Sanitary Servicing for Additional Dwelling Units

- An Additional Dwelling Unit shall not be permitted on a Lot serviced by a private septic system unless permitted in accordance with Section 5.18 of this By-law and it can be demonstrated to the satisfaction of the City that the applicable provisions of the Ontario Building Code can be met. Notwithstanding the above, an Additional Dwelling Unit shall only be permitted on a Lot serviced by a private septic system if the septic system complies with all applicable legislation.

3) Parking Requirements for Additional Dwelling Units?

The chart below identifies Parking Requirements for Additional Dwelling Units.

	Zone		
	R1,R2, R3, R4, R5	WRR1-WRR5	HC2, DS1, DS2
Number of Parking Spaces	A minimum of 3 parking spaces for one Additional Dwelling Unit and a minimum of 4 parking spaces for two Additional Dwelling Units (one in the Main Dwelling and the other in a Detached Accessory Building). Tandem parking is permitted (parking one vehicle in front of the other). Properties located within the Downtown Area Overlay Zone benefit from a 50% reduction in the number of required parking spaces.		
Size of Parking Space	Each parking space must be a minimum width of 2.7 m and length of 6.0 m.		
Number of Driveways	A maximum of one (1) Driveway shall be permitted per Lot. Notwithstanding this provision a maximum of two (2) Driveways shall be permitted on a Corner or Thorough Lot.		
Dimensions of Driveways	The maximum width of a Driveway shall be 60% of the Lot Frontage or 6.0 m, whichever is the lesser. Notwithstanding the above, an attached walkway having a maximum width of 1.5 m may be permitted adjacent to a Driveway provided same is not used for the parking of Motor Vehicles.		

Parking Spaces Attached to a Driveway	Parking Spaces may be attached to a Driveway provided that the total coverage by the Driveway and Parking Spaces does not exceed 60% of the Front or Rear Yard and provided that the Parking Spaces meet the minimum size requirements for Parking Spaces in the Zoning By-law.
Surfacing of Driveways and Parking Spaces	Where four or fewer Parking Spaces are required to serve a Use on the Lot, the Parking Spaces and the associated Driveway may be constructed and maintained with a stable surface which is treated to prevent the raising of dust or loose particles.
Driveway Setback	A Driveway shall be set back a minimum of 0.3 m from any Side Lot Line except in the case of a common Side Lot Line separating an attached Semi-Detached Dwelling or an attached Townhouse Dwelling, in which case the setback may be 0.0 m.

4) What do I do next?

Prepare and submit your Site Plan, Building Permit application and drawings to the Building Division to legally create the Additional Dwelling Unit. Please contact the Building Division to discuss Building Permit submission requirements and associated fees. Your Building Permit to create an Additional Dwelling Unit will trigger the Parkland Dedication fee, please consult our [Planning Fee Schedule](#) for the current Parkland Dedication Fee. Additional Dwelling Units in Detached Accessory Buildings will be subject to higher Development Charges as per the Development Charges By-law, than Additional Dwelling Units created within an existing Detached, Semi-Detached or Townhouse Dwelling. The Building Division will advise you of the required fees once the Building Permit has been submitted.

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Questions? Contact us or visit our website at
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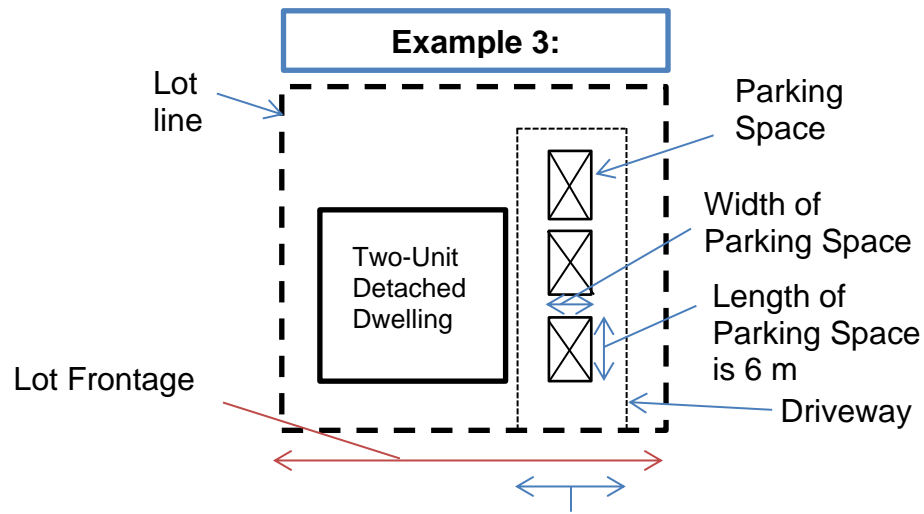
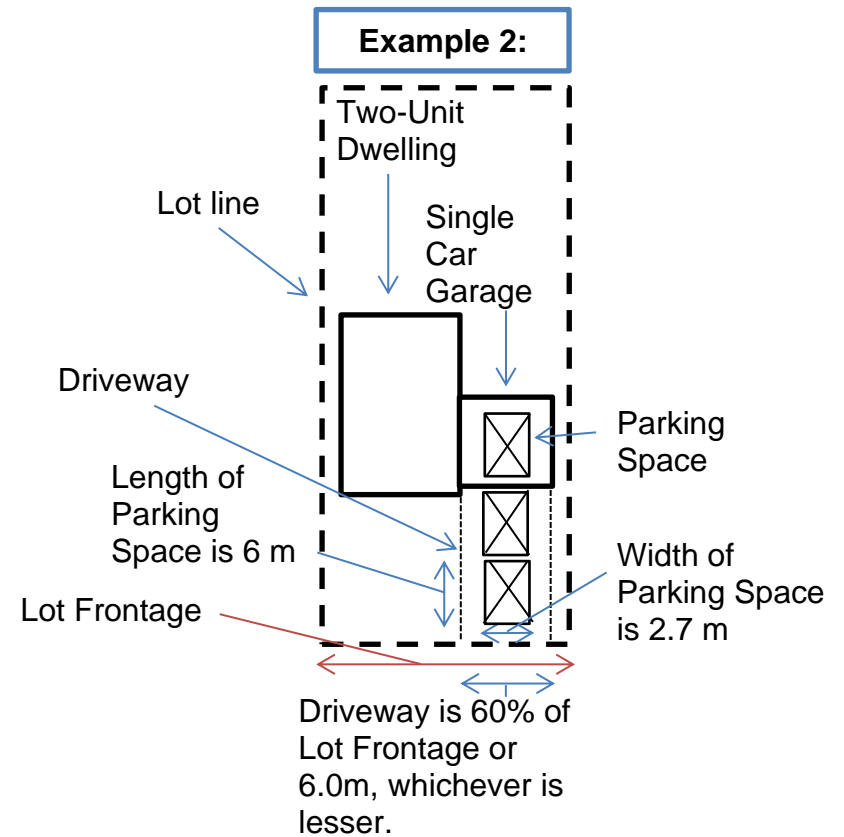
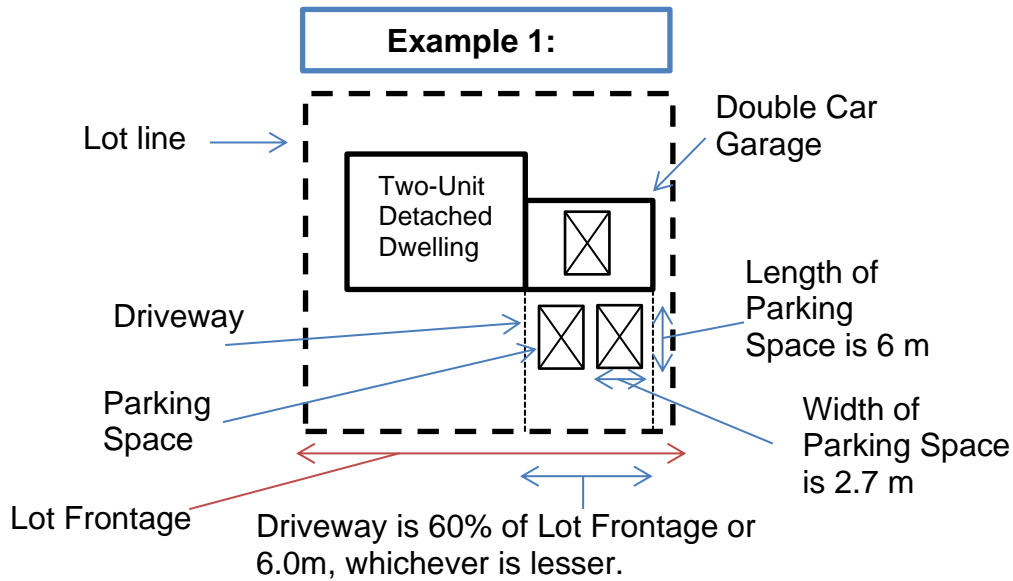




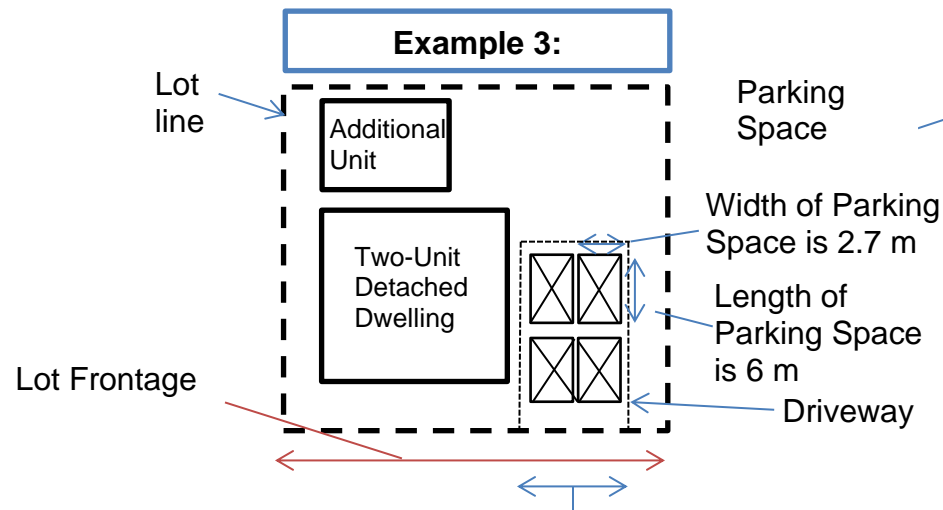
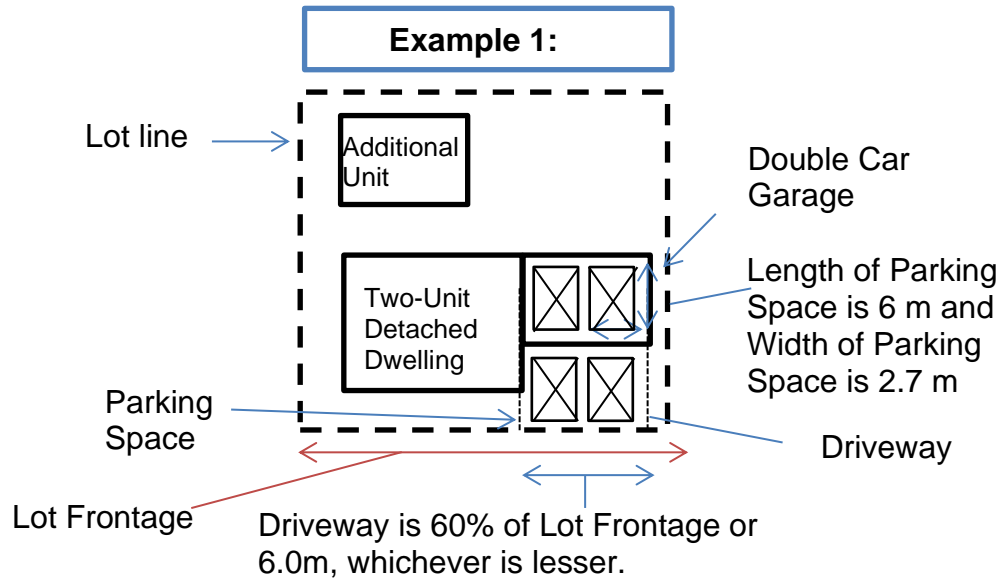
Parking Requirements for Residential Buildings with Additional Dwelling Units



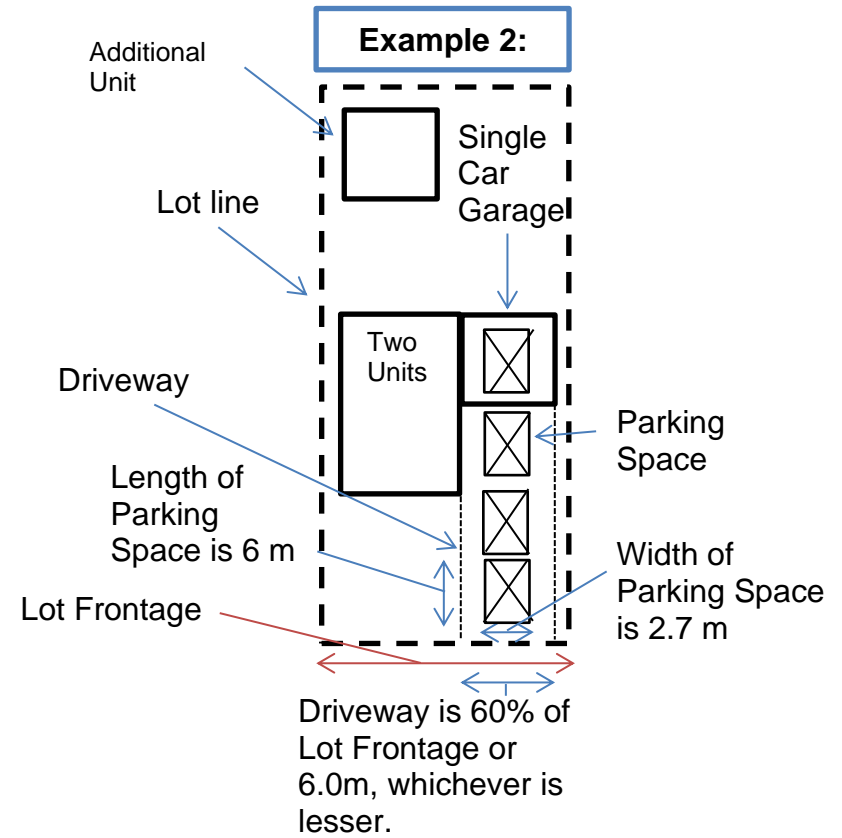
Examples of Parking Configurations for One Additional Dwelling Unit (Three Required Parking Spaces)



Examples of Parking Configurations for Two Additional Dwelling Units (Four Required Parking Spaces)

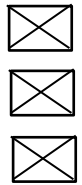


Driveway is 60% of Lot Frontage or 6.0m, whichever is lesser.
 Driveway is 60% of Lot Frontage or 6.0m, whichever is lesser.



Example 4

Each Parking Space has a length of 6.0 m and a width of 2.7 m



Two-Unit Detached Dwelling

Lot Frontage

Driveway is 60% of Lot Frontage or 6.0m, whichever is lesser.

Example 5 Driveway Setback

Two-Unit Detached Dwelling

Semi-Detached Dwelling

Semi-Detached Dwelling

A Driveway shall be set back a minimum of 0.3 m from any Side Lot Line except in the case of a common Side Lot Line separating an attached Semi-Detached Dwelling or an attached Townhouse Dwelling, in which case the setback may be 0.0 m.

Example 6

Single Car Garage

Lot Frontage 8.0 m

This is an example of a property that does not have sufficient parking for an Additional Dwelling Unit. The length and width of the driveway and lot frontage are not sufficient for 3 or 4 parking spaces.



General Guideline
Building Code Requirements for a Conversion of a SFD to a Duplex

Based on the 2012 Edition of the Ontario Building Code

- A minimum 30 minute **fire separation** is required between units and any common areas or 15 minute fire separation if all smoke alarms are interconnected (**Note:** if buildings are less than five years old a minimum 45 minute fire separation is required)
- Any **door in a fire separation** is to have a minimum 20 minute fire rating and a self closer.
- **Visual smoke** required in each bedroom and main area.
- **Carbon monoxide detector** required on each floor level adjacent to sleep areas and fuel fired appliances.
- **Egress** - each unit requires a safe means of exiting with a single exit dedicated to each unit.
Options are:
 - If the basement/lower unit is not a walk-out (meaning you need to travel a flight of steps to the outside) then one window must have an openable area of 0.35m² (3.8sq.ft.) and a minimum open dimension of 380mm (15") to provide a second exit.
 - If there is a shared entrance then both units require a proper secondary exit.
- **Ventilation** must be provided by natural or mechanical means. Every kitchen (stove) and bathroom requires an exhaust fan discharging to the exterior.
- **Shared Heating systems** acceptable provided maximum of four units and a smoke detector installed in the supply or return duct system.
- **Lighting** is required for all stairs, common areas and at exterior entrances. Emergency lighting is required in a hallway or stairwell that serves more than one unit.



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- **Rooms are to have the following minimum floor areas:**
 - Living room - 13.5m² (145sq.ft.)
 - Dining room - 7.0m² (75sq.ft.)
 - Kitchen - 4.2m² (45sq.ft.)
 - Master Bedroom - 8.8m² (95sq.ft. – with built-in closets)
 - Other Bedrooms - 6.0m² (65sq.ft. – with built-in closets)

Note: Areas can vary when spaces are combined.
- The maximum **flame spread rating** of wall finishes is 150. Drywall meets this but paneling and carpet do not.
- **Ceiling heights** to comply with Table 9.5.3.1

Room Ceiling Heights – Table 9.5.3.1
Forming Part of Sentence 9.5.3.1(1) and (2)

Column 1	Column 2
Room or Space	Minimum Heights ⁽¹⁾
Living room or space, dining room or space, kitchen or kitchen space.	2300mm over at least 75 per cent of the required floor area with a clear height of 2100mm at any point over the required area
Bedroom or bedroom space	2300mm over at least 50 per cent of the required area or 2100mm over all of the required floor area. Any part of the floor having a clear height of less than 1400mm shall not be considered in computing the required floor area
<i>Basement</i> space	2100mm over at least 75 per cent of the <i>basement</i> area except that under beams and ducts the clearance is permitted to be reduced to 1950mm
Bathroom, water closet room or laundry area <i>above grade</i>	2100mm in any area where a person would normally be in a standing position
Passage, hall or main entrance vestibule and finished rooms not specifically mentioned above	2100mm
Notes to Table 9.5.3.1: ⁽¹⁾ Area of the space shall be measured at floor level.	

- **Hallway widths** within the apartments to be 860mm (2'-10"). A hallway or stairwell that serves more than one unit must have a minimum width of 900mm (2'-11") and a height of 2100mm (6'-11").
- **Natural light** - windows are required in the living room and bedrooms. The living room window must be equal in size to 10% of the living room floor area. The bedroom windows must equal in size to 5% of the bedroom floor area.



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- **Plumbing** - every unit must have a kitchen sink, a bathroom sink, a toilet and a bathtub or shower. Laundry facilities are to be in the apartment or available elsewhere in the building to all tenants.
- **Handrails** required on all flights of stairs – not less than 800mm (31”) and not more than 965mm (38”) in height unless a guard is required. A handrail is required on interior stairs having more than 2 risers and exterior stairs having more than 3 risers.
- **Guards** are required where there is a difference in elevation of more than 600mm (24”) between the walking surface and the opening. Example: landings, porches, balconies, raised walkways, stairs, decks, etc.

Guards within dwelling units shall be not less than 900mm (2’-11”) high and all **exterior guards** not less than 900mm (2’-11”) high where the walking surface served is not more than 1800mm (5’-11”) above grade or 1070mm (3’-6”) high where the walking surface exceeds 1800mm.

- **Landings** shall be provided at the top and bottom of each flight of interior and exterior stairs - minimum 860mm (34”) by 860mm (34”) size. Clear height over interior landings not less than 1950mm (6’-5”) and exterior landings 2050mm (6’-9”).
- **Stairs** to comply with Table 9.8.4.1

Riser Height, Run and Tread Depth - Table 9.8.4.1
Forming Part of Sentence 9.8.4.1(1) and 9.8.4.2(1)

Stair Type	All Steps		Rectangular Treads			
	Rise mm (in)		Run mm (in)		Tread Depth mm (in)	
	max	min	max	min	max	min
Service & mezzanines in live/work units ⁽¹⁾	no limit	125 (4-7/8)	355 (14)	no limit	355 (14)	no limit
Private ⁽²⁾	200 (7-7/8)	125 (4-7/8)	355 (14)	210 (8-1/4)	355 (14)	235 (9-1/4)
Public ⁽³⁾	180 (7)	125 (4-7/8)	no limit	280 (11)	no limit	280 (11)
Column 1	2	3	4	5	6	7

Notes to Table 9.8.4.1:

- (1) Service stairs serve areas used only as *service rooms or service spaces* and stairs that serve *mezzanines* not exceeding 20m² (215sq.ft.) within *live/work units*.
- (2) Private stairs are interior stairs within *dwelling units* and exterior stairs serving a single *dwelling unit*.
- (3) Public stairs are all stairs not described as service stair or private stair.

WINDOWS

BUILDING CODE REFERENCES

DIVISION B

- 9.7.1.1. Application
- 9.7.1.2. Minimum Window Areas
- 9.7.1.3. Bedroom Windows
- 9.7.1.4. Window Opening into a Window-Well
- 9.7.1.5. Termites
- 9.7.1.7. Air Infiltration of Exterior Windows
- 9.7.2.1. Window Standard
- 9.7.3.1. Glass Standards
- 9.7.3.2. Structural Design of Glass
- 9.7.4.1. Sealing Compound
- 9.7.4.2. Caulking Compound
- 9.7.6.1. Forced Entry Through Windows
- 12.3.2.6. Thermal Resistance of Windows
- 12.3.2.8. Doors & Glazing with Electric Space Heating

The following commentary and illustrations detail many of the window and skylight provisions of the Code.

WINDOW STANDARDS

A variety of standards affecting the manufacturing and testing of windows are identified in the Code. CAN/CSA-A440, "Windows" and the CAN/CSA A440.1 "User Selection Guide to CSA Standard CAN/CSA-A440-00 Windows", are the key standards that are referenced in the Code.

A great number of windows are available commercially from an even greater number of manufacturers and suppliers. Many windows have been

tested, with test data readily available (see Canadian Construction Materials Centre - Evaluation Listings). This data should be used when making window selection decisions. Some common window types are illustrated in this chapter.

MINIMUM WINDOW AREAS

Windows must be provided in rooms where lighting is limited by the lack of electric lighting or where natural lighting is needed.

Laundry rooms, basement recreation rooms and unfinished basements, for instance, do not require windows where electrical lighting is provided. However, where no electric lighting is available, the unobstructed glass area must be 4% of the floor area served. Water closet rooms must be provided with no less than 0.37 m² (4 ft²) of unobstructed glass area where electric lighting is unavailable, while for kitchens it must be no less than 10% of the floor area served.

Living rooms and dining rooms require windows with an unobstructed glass area of no less than 10% of the floor area served irrespective of whether electrical lighting is provided. Similarly, bedrooms also require windows with an unobstructed glass area of no less than 5% of the floor area whether served by electric lighting or not. In these rooms, because of occupancy needs, natural lighting is desirable

and a minimum area of glazing is required without regard to the availability of lighting from other sources.

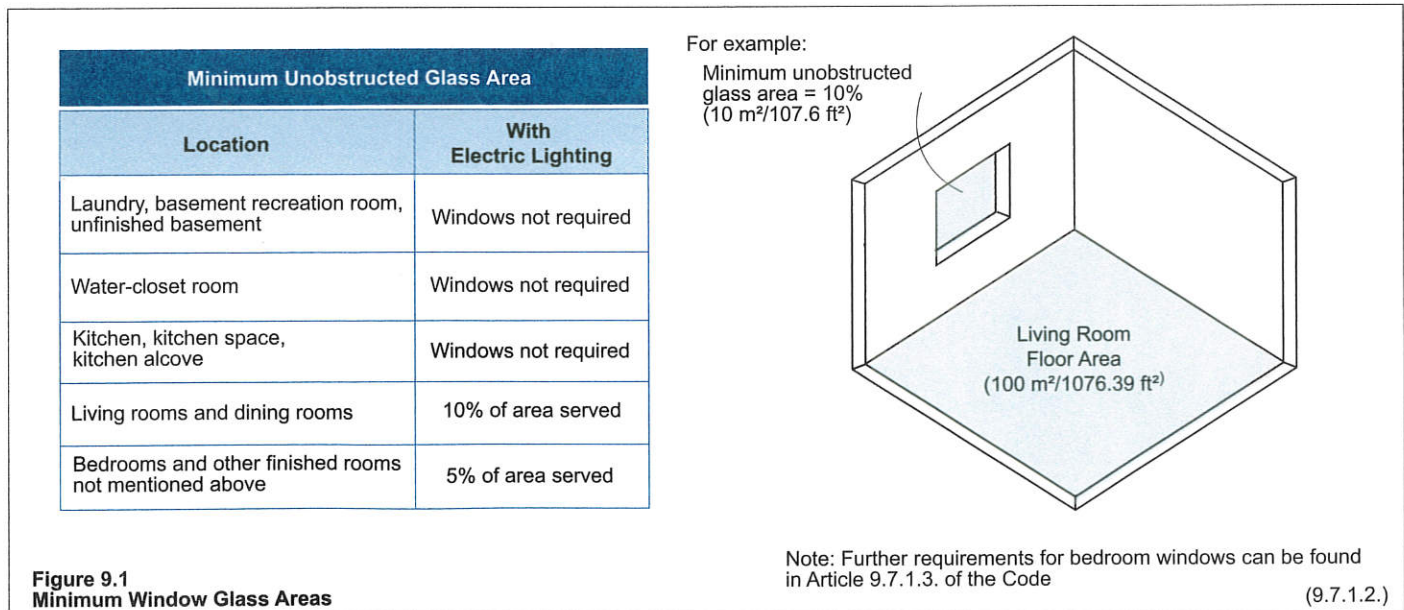
When two or more rooms with different requirements for window glass area are considered as a combination room, the requirement that results in the most glass area must be used.

Figure 9.1 illustrates requirements for minimum window areas in houses.

BEDROOM WINDOWS

Unless a door providing direct access to the exterior is on the same floor level as the bedroom, every floor level containing bedrooms must be provided with at least 1 outside window that can be opened from the inside without the use of tools. These are referred to as egress windows. The intention is that an emergency means of access or escape be provided on floors with bedrooms. These windows must have an unobstructed open portion having a minimum area of 0.35 m² (3.8 ft²) with no dimension less than 380 mm (15"). This required opening must be maintained without the need for additional support. For sliding windows, the minimum dimension must apply to the openable portion of the window.

Sills must be no more than 1 m (3' 3") above the floor for egress windows (see Figure 9.2), except for those of basements.



WINDOWS OPENING INTO A WINDOW WELL

A clearance of at least 550 mm (21-5/8") must be provided in front of windows that open into a window well. For escape in emergencies, the sash of windows that swing towards the window well must not reduce the clearance. Any protective enclosure installed over the window well must be openable from the inside without the use of tools, keys or special knowledge of the opening mechanism. Figure 9.3 illustrates the requirements of this Code provision.

TERMITE PROTECTION

Where termites are known to exist and where windows or other openings at or below grade contain wood elements, the bottom of the window wells or adjacent ground must be at least 150 mm (5-7/8") below the nearest wood unless the wood is pressure treated with a chemical toxin to termites. Chemicals that are used must conform to a number of standards referenced in the Code.

RESISTANCE TO FORCED ENTRY

Windows, or any part of a window in a dwelling unit which is located within 2 m (6' 7") of adjacent ground level, must be resistant to forced entry and must conform to Clause 10.13 of the window standard: CAN/CSA-A440 "Windows".

Although this requirement only applies to windows within 2 m (6' 7") of adjacent ground level, some house and site features, such as balconies or canopy roofs, allow for easy access to windows at higher elevations. Break-in-resistant windows could be considered for all vulnerable locations.

CAULKING AND GLAZING

Leakage around the window frame has been found to be the single largest cause of window air leakage. It is important that sealants and caulking be durable and compatible with the materials being sealed.

Windows are normally installed in an opening which is 25 mm (1") larger than the frame to allow the window to be correctly leveled and squared by the use of shims or wedges. The larger opening also accommodates the differential shrinkage between the wooden house frame and the exterior cladding, particularly where it consists of masonry or stone veneer.

The insulation value provided in the shim space must be at least equivalent to that required for the wall. Caulking must be provided between window frames or trim and the exterior siding or masonry in conformance with the caulking requirements detailed in Chapter 15 in this Guide.

Air leakage through the window frame can be controlled by the use of durable, flexible gaskets to make an airtight seal between the glazing and sash, and to provide an airtight seal between operable sashes and the frame. Sealants used to seal the sash component to the glass component of a factory-sealed double-glazed unit must be compatible with the factory-installed glass edge sealant. In general, windows with compression rather than sliding seals provide greater air-tightness.

