



# Building a Legal Basement Apartment

## Application Checklist – Basement Apartment

This list is provided only as a reference for your convenience. Not all documents listed below will be required for every project. Similarly, additional documentation may be required depending on the nature of your project.

**It is the applicant’s responsibility to submit all applicable documentation as part of their application package. Incomplete applications will not be reviewed.**

### Basement Apartment

| Submittal Item   | Details  | Documents Included with Application |
|--|--|-------------------------------------|
| <b>Application to Construct or Demolish (Form)</b>           | A copy of the application form can be found here: <a href="https://www.dufferincounty.ca/form-centre/building-permit-application">https://www.dufferincounty.ca/form-centre/building-permit-application</a>  |                                     |
| <b>Schedule 1 Form</b><br>Include one form for each designer | A copy of the Schedule 1 form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information">https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information</a>   |                                     |
| <b>Agent Authorization Form</b>                              | Required if you are applying on behalf of a property owner.<br>A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/agent-authorization-form">https://www.dufferincounty.ca/form-centre/agent-authorization-form</a>                                 |                                     |
| <b>Applicable Law Declaration Form</b>                       | Including all approvals (i.e. NEC, Conservation, MTO, etc.) where applicable.<br>A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/applicable-law-declaration-form">https://www.dufferincounty.ca/form-centre/applicable-law-declaration-form</a> |                                     |
| <b>Site Plan</b>   | Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.  |                                     |
| <b>Architectural Design Drawings</b>                         | Including foundation, floor, roof, elevations, cross sections.   |                                     |

**Basement Apartment with a Septic System**

| Submittal Item                        | Details  | Documents Included with Application |
|---------------------------------------|--|-------------------------------------|
| <b>Septic Design and Calculations</b> | Scaled layout identifying septic tank and bed location, cross section incl. elevations, all clearance distances between septic tank and bed to structures, open water, wells on property/neighboring properties, type of well.                       |                                     |
| <b>Soils Analysis</b>                 | Percolation time (T) determined by a percolation test or soils classification unless using a T=50  |                                     |
| <b>Site Plan</b>                      | Drawn to scale including north arrow, address, distances from property lines, all existing structures, all proposed structures, septic location, etc.  |                                     |
| <b>Schedule 1 Form</b>                | Designer Information<br>A copy of the Schedule 1 form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information">https://www.dufferincounty.ca/form-centre/schedule-1-form-designer-information</a> |                                     |
| <b>Schedule 2 Form</b>                | Installer Information<br>A copy of the form can be found here: <a href="https://www.dufferincounty.ca/form-centre/schedule-2-installer-information">https://www.dufferincounty.ca/form-centre/schedule-2-installer-information</a>                   |                                     |



## Basement Apartments Design Guide

**All floor plans of the house must be submitted, and should show the following:**

- Total square footage of each floor level measured to the outside of exterior walls.
- The floor level containing the additional residential dwelling unit must indicate the size of the additional residential dwelling unit measured to the inside face of exterior walls and to the inside face of interior separating walls.
- Location of fire separations and fire doors.
- Room sizes and room names (e.g.: washroom, bedroom)
- Ceiling heights for each room, including any reduced heights under bullheads.
- Window sizes, including any window wells, and interior and exterior sill heights.
- Type of wall and ceiling finishes in all rooms. (e.g.: ½" drywall)
- Location of stairs.
- Location and size of all doors.
- Location of all smoke alarms and carbon monoxide alarms.
- Location of all plumbing fixtures, including host and apartment laundry facilities.
- Location of heating outlets in each room.

### **Ceiling heights**

A minimum ceiling height of 6 feet 11 inches is required. A minimum of 6 feet 5 inches is permitted under bulkheads (e.g. beams and ducts).

### Individual Room Dimensions

| Room Type                                  | Minimum Room Size   | Minimum Window Glass Area, in Houses Less Than 5 Years Old | Minimum Window Glass Area, in Houses More Than 5 Years Old |
|--|---|--|--|
| <b>Living Room</b>                         | 145 square feet   | 14.5 square feet   | 7.25 square feet   |
| <b>Dining Room</b>                         | 75 square feet  | 7.5 square feet  | 3.75 square feet   |
| <b>Kitchen</b>                             | <u>One Bedroom:</u><br>40 square feet<br><br><u>Two Bedroom:</u><br>45 square feet                            | Windows not required                                       | Windows not required                                       |
| <b>Master Bedroom</b>                      | <u>With closet:</u><br>95 square feet (not including closet)<br><br><u>Without closet:</u><br>105 square feet | 5 square feet  | 2.5 square feet  |
| <b>Second Bedroom</b>                      | <u>With closet:</u><br>65 square feet (not including closet)<br><br><u>Without closet:</u><br>75 square feet  | 3.75 square feet   | 1.9 square feet  |
| <b>Bathroom, Utility Room, Other Rooms</b> | No minimum (bathroom must be functional and usable)   | Windows not required                                       | Windows not required                                       |



**Combination Rooms**

**(Open Concept Primary Rooms, not Including Bathrooms)**

| Room Type                 | Minimum Room Size   | Minimum Window Glass Area Serving Living/Dining Room, in Houses Less Than 5 Years Old | Minimum Window Glass Area Serving Living/Dining Room, in Houses More Than 5 Years Old |
|---------------------------|---|---|---|
| <b>Two Bedrooms</b>       | <u>Living Room, plus Dining Room, plus Kitchen:</u><br>225 square feet<br><br><u>Living Room, plus Dining Room only:</u><br>180 square feet | 18 square feet  | 9 square feet   |
| <b>One Bedroom</b>        | <u>Living Room, plus Dining Room, plus Kitchen:</u><br>193 square feet<br><br><u>Living Room, plus Dining Room only:</u><br>180 square feet | 15 square feet  | 7.5 square feet   |
| <b>Bachelor Apartment</b> | <u>Living Room, plus Dining Room, plus Kitchen:</u><br>145 square feet  | 14.5 square feet  | 7.25 square feet  |

