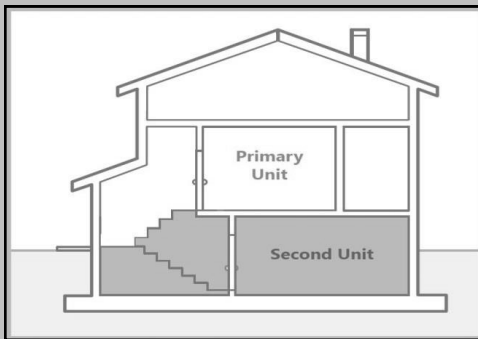


What are Secondary Suites?

Secondary suites are an additional self-contained unit located on a single property which is typically found in basements or other detached accessory buildings. These suites provide occupants with their own kitchen and bathroom along with other necessary living areas.



Why create Secondary Suites?

Secondary suites help provide affordable living space as well as assist home owners with the cost of home ownership.

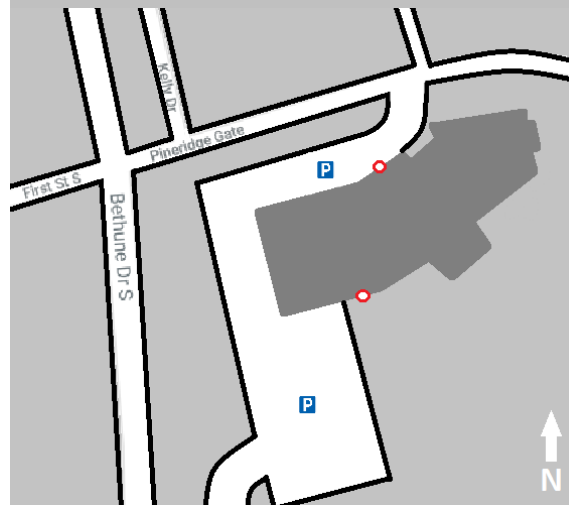


**For more information
contact the Gravenhurst
Planning or Building
Department**

**Town of
Gravenhurst**

Phone: 705-687-3412
www.gravenhurst.ca

Gravenhurst, ON
P1P 1Z3



Secondary Suites

**Introduction and
General Requirements
when considering
Secondary Suites**

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www.gravenhurst.ca

Permits for Secondary Suites

Why is a Permit Required?

A permit is required in order to ensure that all safety requirements regulated through the Ontario Building Code along with necessary municipal By-Laws and Regulations are followed. It is recommended to contact the Planning Department prior to any design work to ensure your property is permitted to create a secondary suite.

What is Required for a Permit?

In order to obtain a building permit, a completed permit application is required along with two sets of construction drawings and a site plan to a common scale. Additional information may be required for engineered products, heating and cooling, plumbing, etc... It is recommended to have a qualified designer complete the plans and provide all necessary paperwork.



General Considerations



Safety Devices

Smoke and carbon monoxide alarms are an important safety device that are required under the Ontario Building code. These devices provide occupants with a timely warning to evacuate in case of a hazard. All bedrooms are required to be provided with smoke alarms, as well as hallways connecting bedrooms. All smoke alarms are required to be interconnected and provided with a visual signaling component. Additional safety devices may be required depending on your proposal.

Protection of Suites

All individual units are required to be separated from other units with a fire separation. The objective of a fire separation is to provide occupants with sufficient time to evacuate the building if a neighboring suite were to catch on fire. The requirements for fire separations vary between new and existing buildings. Existing buildings may qualify for lesser

Means of Egress

Each unit is required to have at least one exit. However, having two separate exits provides a second means of egress if the first one becomes blocked during a fire. A second egress may be required depending on your proposal which can be provided through a window or a door.

Heating and Ventilating

Secondary units are required to maintain indoor air temperatures of not less than 22°C for living spaces. When there is not more than four dwelling units, the existing heating or air conditioning system may be altered to serve more than one dwelling unit, provided smoke alarms are installed as required by the Code.



Existing Buildings

Existing homes may be granted relief under Part 11 of the Ontario Building Code for multiple requirements. It is recommended to talk to a qualified Designer to ensure all applicable laws and requirements are met.