



Checklist for Converting a Single Family Dwelling Unit to Two Units Ontario Building Code (OBC) Compliance

The following items should be checked when preparing an application for a secondary dwelling unit. Although every application is different, this list should represent the bulk of the items that are to be checked.

Note: Where compliance cannot be attained through OBC Part 9, OBC Part 11 can be utilized if the dwelling has been in existence for 5 years or more.

ITEM	PART 9 – OBC	CODE REFERENCE	PART 11 – Compliance Alternative
Fire Resistance Rating			
1	Floor assembly between the two dwelling units is to be a 45 min fire rated separation.	9.10.9.14. 9.10.8.1.	C152 C147
2	Structural elements supporting fire rated assemblies are to have a 45 min fire rating.	9.10.8.3.	C147
3	Wall assemblies around the furnace and other common areas (i.e. public corridor, common laundry room) are to be a 45 min fire rated separation.	9.10.9.14. 9.10.9.15.	C152
4	Exit enclosure is to be a 45 min fire rated separation.	9.9.4.2.	C121
Sound Transmission Rating			
1	Wall and floor assemblies separating the two dwelling units are to have a 50 STC.	9.11.2.1.	n/a
Note: This is only if the ceiling requires renovations. If no renovation is required, then current STC is acceptable.			
Number of Exits and Exposure			
1	Minimum of one exit to the exterior is to be provided	9.9.8.2. 9.9.9.1. 9.9.9.3.	C134 C136
2	Exit stair to be protected from fire exposure	9.9.4.4. 9.9.4.6.	n/a
Room Size and Dimensions			
1	Room sizes, doorway sizes and ceiling heights.	9.5.	C102 C103 C104
Windows and Spatial Separation			
1	Window sizes.	9.7.	C107 C108
2	Bedroom windows.	9.9.10.1.	C137
3	Spatial separation.	9.10.15.	C171 C172
Alarms			
1	Smoke alarms.	9.10.19.	C175
2	Carbon monoxide alarms.	9.33.4.	C197
Heating, Ventilation & Air Conditioning (HVAC)			
1	Heating System.	9.33.	C195
2	Ventilation	9.32.	C194



Checklist for Converting a Single Family Dwelling Unit to Two Units Ontario Building Code (OBC) Compliance

The following items should be checked when preparing an application for a secondary dwelling unit. Although every application is different, this list should represent the bulk of the items that are to be checked.

Note: Where compliance cannot be attained through OBC Part 9, OBC Part 11 can be utilized if the dwelling has been in existence for 5 years or more.

ITEM	PART 11 Compliance Alternative	Description
Fire Resistance Rating		
1	C152 C147	(a) Except as provided in (b) and (c), 30 min fire separation is acceptable. (b) In a house, 15 min horizontal fire separation is acceptable where, (i) <i>Smoke alarms</i> are installed in every <i>dwelling unit</i> and in common areas in conformance with Subsection 9.10.19., and (ii) <i>Smoke alarms</i> are interconnected (c) In a house, the <i>fire-resistance rating</i> of the <i>fire separation</i> is waived where the building is <i>sprinklered</i> .
2	C147	Same as item 1
3	C152	Same as item 1
4	C121	Except as permitted in C.A. C136, in a building containing not more than four <i>dwelling units</i> or <i>suites</i> , one <i>exit</i> need not be separated from the remainder of the building at the <i>first storey</i> where there are once or more other <i>exits</i> complying with C.A. C122.
	C122	30 min <i>fire separation</i> acceptable.
Number of Exits and Exposure		
1	C134 C136	In a <i>house</i> , <i>exit</i> requirements are acceptable if at least one of the following conditions exists: (a) A door, including a sliding door, that opens directly to the exterior from a <i>dwelling unit</i> , serves only that <i>dwelling unit</i> and has reasonable access to ground level, and the <i>dwelling units</i> are equipped with <i>smoke alarms</i> installed in conformance with Subsection 9.10.19 (b) An <i>exit</i> that is accessible to more than one <i>dwelling unit</i> and provides the only <i>means of egress</i> from each <i>dwelling unit</i> , provided that the <i>means of egress</i> is separated from the remainder of the <i>building</i> and common areas by a <i>fire separation</i> having a 30 min <i>fire resistance rating</i> and provided further that the required <i>access to exit</i> from any <i>dwelling unit</i> cannot be through another <i>dwelling unit</i> , <i>service room</i> or other <i>occupancy</i> , and both <i>dwelling units</i> and common areas are provided with <i>smoke alarms</i> that are installed in conformance with Subsection 9.10.19 and are interconnected, or (c) Access to an <i>exit</i> from one <i>dwelling unit</i> which leads through another <i>dwelling unit</i> where, (i) An additional means of escape is provided through a window that conforms to the following: (A) The sill height is not more than 1,000 mm above or below adjacent ground level, (B) The window can be opened from the inside without the use of tools, (C) The window has an individual unobstructed open portion having a minimum area of 0.38m ² with no dimensions less than 460 mm, (D) The sill height does not exceed 900 mm above the floor or fixed steps, (E) There the window opens into a window well, a clearance of not less than 1,000 mm shall be provided in front of the window , and (F) <i>Smoke alarms</i> are installed in every <i>dwelling unit</i> and in common areas in conformance with Subsection 9.10.19. and are interconnected.

Room Size and Dimensions		
1	C102	In a <i>house</i> , (a) Minimum room height shall not be less than 1,950 mm (6'-5") over the required floor area and in any location that would normally be used as a <i>means of egress</i> , or (b) Minimum room height shall not be less than 2,030 mm (6'-8") over at least 50% of the required floor area, provided that any part of the floor having a clear height of less than 1,400 mm (4'-7") shall not be considered in computing the required floor area.
	C103	Door may be lesser heights to suit ceiling heights.
	C104	Existing acceptable, provided not less than 600 mm.
Windows and Spatial Separation		
1	C107	(a) Where windows are not used as <i>means of egress</i> and where they do not conflict with ventilation requirements, the minimum glass areas as shown in Table 9.7.2.3. may be reduced by 50%, and (b) An existing room converted to an interior room, created by an addition, shall not require a window, provided there is an opening in a dividing wall occupying not less than 30% of the separating plane to an adjoining room, where the adjoining room has a minimum of 5% window area of the combined floor areas, and provided the required ventilation for the combined room is maintained.
	C108	Existing is acceptable
2	C137	In a <i>house</i> , existing is acceptable, where there is direct access to the exterior
	C171	Where an addition to an existing residential <i>building</i> has its <i>exposing building face</i> further distant from the line than the existing <i>exposing building face</i> and the <i>limiting distance</i> is at least 1,200 mm (4'-0") the total area of allowable <i>unprotected openings</i> may be determined under Sentence 9.10.14.2.(2) or 9.10.15.2.(2) for the combined new and existing <i>exposing building faces</i> and, (a) Where the existing <i>exposing building face</i> has no <i>unprotected openings</i> , or the existing <i>unprotected openings</i> are to be filled in, the total allowable area of <i>unprotected openings</i> may be installed in the new <i>exposing building face</i> , or (b) Where the existing <i>unprotected openings</i> are to remain, (i) Their area shall be deducted from the total allowable area of <i>unprotected openings</i> , and the balance may be installed in the new <i>exposing building face</i> , and (ii) Sentences 9.10.14.2.(3) and 9.10.14.4.(2) or Sentences 9.10.15.2.(3) and 9.10.15.4.(4) apply only to the new <i>exposing building face</i> .
3	C172	Existing windows. (a) Existing windows in walls may be relocated to another part of the wall, provided the existing opening is blocked up to provide the same fire rating for the new wall, and the projection of the new opening, at a right angle to the property line onto another <i>building</i> , lies no closer than 300 mm (1'-0") from a window in such other <i>building</i> , where the "opposite" window is less than 2,400 mm (7'-10") from the opposite new opening, and (b) Except relocation of units, to be restricted to the same <i>fire compartment</i> and shall conform to the requirements of Article 3.2.3.14. or 9.10.12.3. where applicable, or (c) Where a <i>building</i> does not satisfy the requirements of Subsection 3.2.3. for the amount of openings facing a yard or space that does not have sufficient <i>limiting distance</i> , such existing openings are allowed to be relocated provided: (i) Such openings are not increased in size and they are protected with wired glass in steel frames conforming to Sentence 3.1.8.14.(2), or (ii) The <i>building</i> is <i>sprinklered</i> .
Alarms		
1	C175	<i>Smoke alarms</i> may be battery operated.
3	C197	Carbon monoxide alarms may be battery operated or plugged into an electrical outlet.
Heating, Ventilation & Air Conditioning (HVAC)		
1	C195	In a <i>building</i> containing not more than four <i>dwelling units</i> , the existing heating or <i>air-conditioning</i> system may be altered to serve more than one <i>dwelling unit</i> , provided <i>smoke alarms</i> are installed in each <i>dwelling unit</i> and provided a <i>smoke detector</i> is installed in the supply or return air duct system serving the entire <i>building</i> which would turn off the fuel and electrical power to the heating system upon activation of such detector.
2	C194	In a <i>house</i> , rooms or spaces to be ventilated by natural means in accordance with Subsection 9.32.2 or by providing adequate mechanical ventilation.