

Detached Additional Dwelling Unit (ADU) – General Requirements

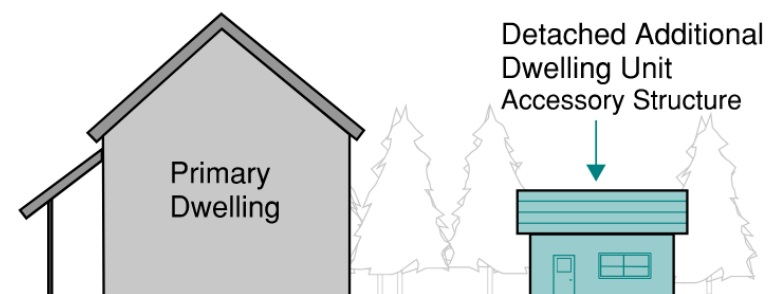
A building permit is required to create or establish an additional dwelling unit, even if no construction is proposed.

A **Detached Additional Dwelling Unit** is a self-contained dwelling unit that is located on the same lot as an existing residential unit. It may be new construction or an existing detached garage converted to a dwelling. **Self-contained means it contains a separate entrance, a private sleeping area, kitchen, and bathroom facilities.**

An additional dwelling unit is not considered Legal until the building permit has been issued and all inspections have been completed and passed, including the final Inspection. It is vital to meet planning and building code requirements to ensure the unit is safe, legal and a healthy place to be. While planning your additional dwelling unit, it is important to consider the following:

Zoning By-Law Requirements:

Additional dwelling units must meet the requirements of the City's Zoning By-law. Please view your property on the map and review the zoning bylaw to determine your zoning. [Zoning By-law Document – City of Sarnia](#) You may also contact Planning at planning@sarnia.ca or 519-332-0330 Ext 3301.



Building Permit Requirements:

To help navigate through the complex building code requirements, it is recommended that you obtain the services of a qualified professional such as an Architect, Engineer or Designer registered with the Ontario government (BCIN Designer). The owner of the property is permitted by the Ontario Building Code to provide drawings for this type of application.

It is the designer's responsibility to illustrate compliance with the Ontario Building Code on the plans. The building department will review the plans for compliance with the zoning by-law and the Ontario Building Code based on the information provided but cannot provide advice or consultation services. Insufficient information on the plans will result in delays, or unexpected additional requirements during construction. Additional notes may be added by the building department, however, it is not possible to capture all OBC requirements on the plans.

Building Code Requirements should be reviewed prior to submitting an application to avoid issues during the application or inspection process. Additional dwelling Units that do not meet the OBC requirements cannot be approved, Minimum OBC requirements must be achieved. These guides provided may not include all OBC requirements relevant to your dwelling unit. Building code requirements to consider prior to applying for an additional dwelling unit include, but are not limited to:

- ☐ **New foundation design or existing foundation reviewed by an engineer.**
- ☐ Fire safety, including **fire separations** and **fire rated** supporting assemblies (location of fire separation on plan and cross section indicating how required Fire Resistance Rating (time) is achieved).
- ☐ **Laundry Facilities:** Must be located within each dwelling unit, or easily accessible by both dwelling units.
- ☐ **Room size and floor area:** All Rooms must meet the minimum area specified by the OBC.
- ☐ **Windows:** Egress windows may be required. All windows must meet the minimum area required by the OBC for all rooms.
- ☐ **Plumbing and Septic Systems:** Each dwelling unit must be equipped with a Kitchen Sink, and a Bathroom that contains a bathtub or shower stall, and a toilet.
- ☐ Heating and ventilation
- ☐ Electrical facilities and lighting
- ☐ Smoke alarm and carbon monoxide (CO) alarms
- ☐ Sprinklers (if required)
- ☐ Shared spaces, such as laundry rooms
- ☐ Parking

Considerations During Inspections:

Construction cannot begin until a building permit has been issued. You are responsible for informing the building department when different stages of construction are ready for inspection. Work that has not been inspected and approved cannot be covered. Review the guide provided and approved plans prior to beginning construction. The construction on site must be consistent with the approved plans. Ensure you or your contractor are knowledgeable on the OBC requirements for an additional dwelling unit, including construction of fire separations.

The additional dwelling unit is not permitted to be occupied until an Occupancy inspection has been passed. A passed Final Inspection is required to close the file.

Detached ADU – Application Submission Checklist

1. Permit to Construct or Demolish Application Form

A standardized application form prescribed by the Ministry of Municipal Affairs and Housing.
Note: The **owner's** contact information, including e-mail address must be provided.

2. Schedule 1: Designer Information Form

It is the designer's responsibility to illustrate compliance with the Ontario Building Code on the plans. To help navigate through the complex building code requirements, it is recommended that you obtain the services of a qualified professional such as an Architect, Engineer or Designer registered with the Ontario government (BCIN Designer).

This form is to be completed by the Individual preparing the drawings (Designer). Drawings must be prepared by person(s) qualified under the Ontario Building Code (O.B.C.). In most cases this is a designer with the appropriate B.C.I.N. (building code identification number) certification or the Property Owner.

The schedule 1: Designer Information form must be completed by the individual that prepared the plans. (Owner or Qualified Designer).

All sections of this form are to be completed:

Section A - Project address information

Section B - Designer/Owner Information

Section C - Description of the project.

Section D - Owner will check the box next to: "The design work is exempt from the registration and qualifications required..." and write "property owner or home owner" on the blank space after "Basis for exemption from registration and qualification".

Qualified BCIN Designer (if applicable) will check off and complete the relevant section.

3. Schedule 2: Plumbing Form

Indicate the number of new or relocated plumbing fixtures.

Septic Assessment: A [septic assessment](#) may be required for properties on septic for additional dwelling units (detached or attached). Contact County of Lambton building services department 519-845-5420 or inspect@county-lambton.on.ca

4. Energy Efficiency Design Summary (EEDS) form completed by the Schedule 1 designer is required for new detached dwelling units.

5. Drawings

Drawings must be legible and drawn to scale, and clearly dimensioned in either metric or imperial. Drawings must include: Municipal Address, **Designers Name, signature and qualification (e.g. BCIN)**, date of drawing, scale, dimensions, clear identification of new construction, existing areas and total area of work.

Site Plan

Lot Lines and Dimensions, all existing structures indicated with building areas included on the property, Setbacks to Lot Lines, Parking Spaces, including driveway width and dimensions (measured to lot line – not street/sidewalk)

Construction Plans

New foundation design or existing foundation reviewed by an engineer. Floor plan(s) with rooms labelled and dimensioned, fire separation/fire-resistance rated assemblies' construction and location, egress/exiting, window location and sizes. Smoke Alarm/CO Location and interconnection. Building section to outline ceiling height and fire separation construction. Refer to the checklist on the General Requirements page for more information.

6. Heating, Ventilation and Cooling

Heat Loss/Heat Gain Calculations, Duct Design Layout, Ventilation Design Summary and Schedule 1: Designer Information form are required for new construction. Note: Ventilation requirements, such as the installation of an HRV/ERV may be required.

Electrical Safety Authority

Doing electrical work? A notification must be filed with the [Electrical Safety Authority](#). Hiring someone to do Electrical work? They must be a Licensed Electrical Contractor. For more information, go to esasafe.com or call 1-877-372-7233

Locates – Call or click before you Dig

If you are digging on your property of residence, which you rent or own, request a locate through [Ontario One Call](#) 1-800-OneCall (1-800-400-2255)

DEVELOPMENT REVIEW FORM: NEW DETACHED ADDITIONAL DWELLING UNITS

Sections outlined below deal with Applicable Law as outlined in section 1.1.3.3. of the OBC, and the Municipal Building By-law as per section 7 of the BCA. Prior to the acceptance of the building permit application, all sections must be fully completed, and all approvals obtained by the appropriate authorities. This form is only a guideline development for new detached additional dwelling units in our area, additional approvals may be required for larger and more complex projects.

Full address of project

Building Number:	Street Name:	Unit Number:	Lot/con.:
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A) Zoning Compliance

To obtain property zoning, contact the City of Sarnia Planning Department at 519-332-0330 or planning@sarnia.ca. **The Site Plan submitted must include, but is not limited to, the following information:**

- ☐ Property Zoning
- ☐ Building Size (Width, Length and Building Area),
- ☐ Lot Size (Frontage, Depth, Lot Area and Lot Coverage %)
- ☐ Required Setbacks (Side yards, Front yard and Rear Yard)
- ☐ Provided Setbacks (Side yards, Front yard and Rear yard) — All setbacks must be indicated on the site plan and are required to conform to the City of Sarnia Zoning-bylaw.
- ☐ Parking spots and driveway dimensions
- ☐ Floor plans must include the Total Finished Floor Area
- ☐ Elevations must include the Building Height

Were Minor Variance Approvals required for this application?

☐ Yes ☐ No

If yes, attach copies of approvals. File number: _____

B) Tarion Warranty Corporation, (Ontario New Home Warranty Program)

All builders and vendors of new homes must hold a valid license with the HCRA (Home Construction Regulatory Authority). The TARION registration number for a Builder must be provided on the Application to Construct (Section F.) A person planning to build their own home may be an owner-builder and may not need to be licensed as a builder provided that they do not sell the home once they have completed construction. Please contact the HCRA, or visit their website, with any questions regarding TARION and HCRA licensing.

☐ I am the owner of this property, and I intend to act as the owner-builder, as defined by the HCRA. I have reviewed and understand the TARION/HCRA requirements.

Owner Signature: _____ Date: _____

OR

☐ This house will be constructed by a Builder, as defined by the HCRA, and their Tarion information has been provided on the Application to Construct form.

C) Minimum Distance Separation (from Agricultural)

Minimum Distance Separation is used to determine setback distances between livestock barns, manure storages or anaerobic digesters and surrounding land uses. The objective of MDS is to minimize land use conflicts and nuisance complaints related to odour.

Are there any structures capable of housing livestock within 1000m (3280 ft) of this proposed structure?

☐ **Yes** ☐ **No**

D) Conservation Authority

Is the proposed development within a flood, erosion or dynamic beaches controlled area?

☐ **Yes** ☐ **No**

[Map your property](#), St. Clair Region Conservation Authority: 519-245-3710

If yes, the proposed construction requires Conservation Authority review.

E) Septic

Does the development require the installation of a new septic system?

☐ **Yes** ☐ **No**

If yes, attach copies of Septic Permit Application or provide Septic Permit number: _____

Questions regarding septic systems can be directed to County of Lambton Building Services Department: 519-845-5420. Location of septic system must be indicated on site plan.

F) Access Permit

Does the development require access to a new County Road?

☐ **Yes** ☐ **No**

Does the development require access approval for MTO?

☐ **Yes** ☐ **No**

If yes, please provide letter of approval from MTO.

Does the development require new access onto a Municipal Road?

☐ **Yes** ☐ **No**

If yes, please provide plans as outlined in section "I" for approval from City Engineer.

G) Service Connection

Does the development require connection to municipal services?

☐ **Yes** ☐ **No**

If yes, please provide plans as outlined in section "I" for approval from City Engineer.

Specify Water Meter Size:

☐ **3/4"** ☐ **1"** ☐ **1 1/2"** ☐ **2"** **other:** _____

H) Easements

Are there any Easements or Right-of-Ways located on the property?

☐ **Yes** ☐ **No**

If yes, please indicate on the site plan.

I) Declaration of Applicant

I, _____ certify that:
(Print name)

1. The information contained in this application, attached plans and specifications, and other attached documentation is true to the best of my knowledge.
2. As the Owner/contractor I take responsibility to ensure compliance to all federal, provincial and municipal legislation and or regulations prior to, during and after construction. I will not hold The City of Sarnia or its employees liable for any actions by myself resulting in; non issuance of a permit, revoking of a permit, civil action and or possible fine.
3. I have authority to bind the corporation or partnership (if applicable).

(Date)

(Signature of Applicant)

Personal information contained in this form and schedules is collected under the authority of section 7 subsections 8(2) of the Building Code Act, and will be used in the administration and enforcement of the Building Code Act, 1992. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality to which this application is being made.

Application for a Permit to Construct or Demolish

 This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

For use by Principal Authority				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
A. Project information				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m ²)		
B. Purpose of application				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
C. Applicant				
Applicant is:		Owner or Authorized agent of owner		
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail *	
Telephone number	Fax	Cell number		
D. Owner (if different from applicant)				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail *	
Telephone number	Fax	Cell number		

E. Builder (optional)				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
F. Tarion Warranty Corporation (Ontario New Home Warranty Program)				
i. Is proposed construction for a new home as defined in the <i>Ontario New Home Warranties Plan Act</i> ? If no, go to section G.			Yes	No
ii. Is registration required under the <i>Ontario New Home Warranties Plan Act</i> ?			Yes	No
iii. If yes to (ii) provide registration number(s): _____				
G. Required Schedules				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
H. Completeness and compliance with applicable law				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
I. Declaration of applicant				
I _____ declare that: (print name) - The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. - If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership. _____ Date Signature of applicant				

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 2nd Floor. Toronto, M5G 2E5 (416) 585-6666.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

A. Project Information			
Building number, street name		Unit no.	Lot/con.
Municipality	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name		Firm	
Street address		Unit no.	Lot/con.
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
House Small Buildings Large Buildings Complex Buildings	HVAC – House Building Services Detection, Lighting and Power Fire Protection	Building Structural Plumbing – House Plumbing – All Buildings On-site Sewage Systems	
Description of designer's work			
D. Declaration of Designer			
I _____ declare that (choose one as appropriate): (print name) I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____ I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____ The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: _____ I certify that: 1. The information contained in this schedule is true to the best of my knowledge. 2. I have submitted this application with the knowledge and consent of the firm. _____ Date _____ Signature of Designer			

NOTE:

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

Questions or Concerns - Please Contact:
 County of Lambton - Plumbing Inspection Dept.
 Telephone: (519) 845-0801

SCHEDULE '2'

Plumbing Information

Owner Name:	Address of Proposed Work:
Plumber:	Municipality:

Please list the number of fixtures per floor on the following chart.

FLOOR	Basement	1	2	3	4	Total Number	X	Fixture Units	Total Fixture Units
Water closet							X	4	
Bath tub							X	1.5	
Wash basin							X	1.5	
Kitchen sink							X	1.5	
Laundry tubs							X	1.5	
Floor drain							X	2	
Showers							X	1.5	
Urinal							X	1.5	
Clothes washer							X	1.5	
Dish washer – domestic							X	.5	
Other sinks							X	1.5	
Drinking fountain							X	.5	
Hot water heater							X		
Sewage Pump							X		
Grease Interceptor							X		
Other fixtures							X		
TOTAL						Total Fixture Unit Count			

No. of Dwelling Units	R.W.L.	Water Lines
Soil Vent Stacks	Sanitary Lateral	Oil Interceptor
Catch Basin	Storm Lateral	Backflow Preventor
Lawn Sprinkler System		

Signature

Date

Energy Efficiency Design Summary: Prescriptive Method

(Building Code Part 9, Residential)

This form is used by a designer to demonstrate that the energy efficiency design of a house complies with the building code using the prescriptive method described in Subsection 3.1.1. of SB-12. This form is applicable where the ratio of gross area of windows/sidelights/skylights/glazing in doors and sliding glass doors to the gross area of peripheral walls is not more than 22%.

For use by Principal Authority			
Application No:		Model/Certification Number	
A. Project Information			
Building number, street name		Unit number	Lot/Con
Municipality	Postal code	Reg. Plan number / other description	

B. Prescriptive Compliance [indicate the building code compliance package being employed in this house design]

SB-12 Prescriptive (input design package): Package: _____ Table: _____

C. Project Design Conditions

Climatic Zone (SB-1):	Heating Equipment Efficiency	Space Heating Fuel Source
☐ Zone 1 (< 5000 degree days)	☐ ≥ 92% AFUE	☐ Gas ☐ Propane ☐ Solid Fuel
☐ Zone 2 (≥ 5000 degree days)	☐ ≥ 84% < 92% AFUE	☐ Oil ☐ Electric ☐ Earth Energy
Ratio of Windows, Skylights & Glass (W, S & G) to Wall Area	Other Building Characteristics	
Area of walls = _____ m ² or _____ ft ²	☐ Log/Post&Beam ☐ ICF Above Grade ☐ ICF Basement	
	☐ Slab-on-ground ☐ Walkout Basement	
	☐ Air Conditioning ☐ Combo Unit	
	☐ Air Sourced Heat Pump (ASHP)	
	☐ Ground Sourced Heat Pump (GSHP)	
Area of W, S & G = _____ m ² or _____ ft ²	W, S & G % = _____	
	Utilize window averaging: ☐ Yes ☐ No	

D. Building Specifications [provide values and ratings of the energy efficiency components proposed]

Energy Efficiency Substitutions				
☐ ICF (3.1.1.2.(5) & (6) / 3.1.1.3.(5) & (6))				
☐ Combined space heating and domestic water heating systems (3.1.1.2.(7) / 3.1.1.3.(7))				
☐ Airtightness substitution(s)	☐ Table 3.1.1.4.B Required: _____ Permitted Substitution: _____			
Airtightness test required (Refer to Design Guide Attached)	☐ Table 3.1.1.4.C Required: _____ Permitted Substitution: _____			
	Required: _____ Permitted Substitution: _____			
Building Component	Minimum RSI / R values or Maximum U-Value ⁽¹⁾		Building Component	Efficiency Ratings
Thermal Insulation	Nominal	Effective	Windows & Doors	Provide U-Value ⁽¹⁾ or ER rating
Ceiling with Attic Space			Windows/Sliding Glass Doors	
Ceiling without Attic Space			Skylights/Glazed Roofs	
Exposed Floor			Mechanicals	
Walls Above Grade			Heating Equip.(AFUE)	
Basement Walls			HRV Efficiency (SRE% at 0°C)	
Slab (all >600mm below grade)			DHW Heater (EF)	
Slab (edge only ≤600mm below grade)			DWHR (CSA B55.1 (min. 42% efficiency))	#
Slab (all ≤600mm below grade, or heated)			Combined Heating System	

(1) U value to be provided in either W/(m²•K) or Btu/(h•ft²•F) but not both.

E. Designer(s) [name(s) & BCIN(s), if applicable, of person(s) providing information herein to substantiate that design meets the building code]

Qualified Designer Declaration of designer to have reviewed and take responsibility for the design work.		
Name	BCIN	Signature

Permit Process Guide

Submitting a Complete Application

An application is considered “complete” where the proposed construction conforms with all Applicable Laws, includes the required Application Forms, and the required Construction Plans as outlined in the City of Sarnia Building By-law. Refer to the Submission Checklist attached.

Applications can be submitted electronically by e-mailing the documents to building@sarnia.ca. Please refer to the Electronic Submission Standards when preparing your submission.

Alternatively, documents can be dropped off at the City Hall drop box, located near the South facing, Christina St. entrance.

Complete Applications, Review Timelines and Building Permit Issuance

Applicants will be notified if the application submitted is not considered a “complete application” and will be provided with a list of the outstanding approvals/documents. The review timeline will not apply to in-complete applications.

Applications that are deemed a “**complete application**” will be reviewed and will be issued or refused within **10 Business Days** for a House, Accessory Building, Deck, Tent or Sign. A time frame of **15 days** applies to other Small Buildings, Residential Secondary Unit's, and Farm Buildings less than 600 Sq M.

If the application is refused, the applicant will be contacted and provided with all reasons why the application has been refused. The application is circulated to multiple departments, and comments may be received separately. The applicant can then address all outstanding items, make necessary modifications, or obtain missing information, and submit them to building@sarnia.ca for review.

If the application is not acceptable due to zoning non-compliance, the applicant can either apply to the Committee of Adjustment for a Minor Variance to zoning requirements or apply for a Zoning Amendment (rezoning). These applications should be submitted to the Planning Department at planning@sarnia.ca.

If the application is approved, the applicant will be contacted regarding permit fees, development charges, payment methods, and a permit will be issued. The Building Permit must be posted on the project site in a location visible from the street.

Inspections

After the Building Permit has been issued, and the payment has been made, the applicant will be provided with the Approved Drawings, Building Permit and Required Inspections list. Construction may only begin once a Building Permit has been issued.

All construction must conform the Ontario Building Code and the approved drawings. The approved drawings may contain key notes/changes from the Plans Examiner.

It is the Permit Holder's responsibility to call and request inspections at the various stages listed on the Required Inspections sheet PRIOR to continuing construction and Final inspection after all work is complete. The inspection request must be made, allowing 48 hours advance notice, excluding weekends and statutory holidays.

Changes/Revisions to the Approved Drawings, must be submitted for re-review through revised drawings. Revised drawings and related information must be submitted to building@sarnia.ca, noting the building permit number. Construction related to the revisions cannot continue until the revisions have been approved, and any additional fees have been paid.

When all work and required inspections have been completed, and the conditions of the Minor Variance have been completed (if applicable), the building permit will be closed. An open building permit is an order against the property and may cause a problem when selling the property or during a re-financing process.