



## Duplex Information Guide and Process

### Required, forms, documents and drawings:

1. Application form
2. Schedule 1 form: completed by the homeowner or BCIN designer
3. Project Information: Residential form
4. If you are providing a separate heating system:
  - i. Heat Loss/Heat Gain Calculations
  - ii. Schedule 1 form filled out by BCIN HVAC designer
5. Drawing requirements for existing and proposed floor plan showing: (hand drawn or computer drawn to scale and dimensioned)

<u>Plan view – New Residential Unit</u>	<u>Plan View – Retained Residential Unit</u>
• Window/door sizes – include glass area	• Window/door locations
• Room names	• Room names and locations
• Kitchen/bathroom layout	• Stair, furnace etc. location
• Stair, furnace, etc. location	• New wall construction
• Location of any existing walls and ceilings – indicate existing construction	
• New wall/ceiling construction	
• New beam sizes and supports	
• Location of existing ducting or overhead beams	
• Ceiling height	
• Location of proposed separation between units	

**Note:** Drawings must be completed by the listed homeowner or a qualified designer. Qualified designers are required to provide their name, BCIN#, designer statement and signature on the plans. They are also required to complete the Schedule 1 designer form.

### Where to apply for a building permit

Apply online at [www.kitchener.ca/onlinepermits](http://www.kitchener.ca/onlinepermits) or email: [building@kitchener.ca](mailto:building@kitchener.ca) to request an in-person appointment.

### Permit Fees:

Permit fee: \$0.37 per square foot of finished space (2021 rate) or \$163 (minimum)

Rebate fee: \$250.00 (refunded automatically after the final building inspection has been passed)

Staff will provide an invoice and payment options prior to permit issuance. Fees include the review of drawings, the building permit and the building inspections.

### Estimated review time

Once a complete permit application is made the permit will be reviewed within a maximum of 10 business days.

### Required Building Inspections

Inspections are required after your permit has been issued. Once you have your issued permit inspections can be booked through our automated phone system or online. See issued permit for detailed instructions. Required inspections will be listed on your issued permit and will include but are not limited to;

- Structural Wood Frame inspection
- Above ground rough-in (plumbing)
- Insulation (and vapor barrier)
- HVAC Final
- Final Building inspection
- Underground rough-in (plumbing)
- HVAC rough-in (supply and return air ducts)
- Fire Separation
- Plumbing Final

An optional pre-construction inspection is available and can be scheduled at point during construction to discuss construction methods, or other questions with the building inspector.

### Important Numbers to know

- Electrical Safety Authority: 1-877-ESA-SAFE (1-877-372-7233)
- Build Safe and please construct between 7am and 7pm
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### Any Questions?

Phone: 519-741-2312

Email: [building@kitchener.ca](mailto:building@kitchener.ca)

Web: [www.kitchener.ca/building](http://www.kitchener.ca/building)

**The following items are required to be considered when applying for a permit to convert a single detached dwelling to a duplex drawing:**

## 1. Exiting and Egress Requirements

- Each suite must have access to an exit which conforms to the Ontario Building Code. If a shared corridor or exit is used, a second means of egress or escape from each suite may be required.
- Except when there is direct access to the exterior (i.e. a walkout basement, exterior basement stair), a window on the basement level shall be provided meeting the minimum egress requirements, when the basement contains a bedroom.

## 2. Separations Between Suites

- A fire separation is required to separate residential suites.  
Below is a list of possible locations:
  - Floor assembly between suites and exits
  - Walls separating suites including common spaces and exits
  - Any other ceiling or separation between suites and exits
- A Fire Protection Rating is required for doors and door frames which are located in a wall which requires a Fire Separation.
- Furnace rooms are required to be sprinklered when a continuous Fire Separation cannot be achieved.

## 3. Laundry Facilities

- Each suite must have laundry facilities within the building. If a common laundry room is used, the Fire Separation requirements mentioned previously apply. Also acceptable is to provide mechanical, electrical, and plumbing rough-in for each suite to allow the tenant(s) to use their own appliances.

## 4. Other Fire Safety Requirements

- Where the existing furnace will be shared (serve both units), a smoke duct detector **must** be located in the supply or return air plenum in order to shut off the furnace in the presence of smoke.
- Smoke alarms are required in each new bedroom,
- Smoke alarms are required in each dwelling unit and common areas on each floor level. Smoke alarms in each dwelling unit and common areas are required to be interconnected.
- Carbon Monoxide detectors are required adjacent to sleeping rooms

## 5. Minimum Room Areas

**Note: Living, Dining, Kitchen, Bathroom and Sleeping areas must be provided in each dwelling unit**

<u>ROOM TYPE</u>	<u>MINIMUM ROOM SIZE</u>
Living Room	145 ft <sup>2</sup>
Dining Room	75 ft <sup>2</sup>
Kitchen (More than 1 Bedroom)	45 ft <sup>2</sup>
Kitchen (Only 1 Bedroom)	40 ft <sup>2</sup>
Master Bedroom (with closets)	95 ft <sup>2</sup>
Master bedroom (without closets)	105 ft <sup>2</sup>
Other Bedrooms (with closets)	65 ft <sup>2</sup>
Other Bedrooms (without closets)	75 ft <sup>2</sup>
Bathroom	sufficient space for fixtures
<b>For Combined Room Spaces:</b>	
Living Room Area (More than 1 Bedroom)	145 ft <sup>2</sup>
Living Room Area (Only 1 Bedroom)	118 ft <sup>2</sup>
Dining Room Area	35 ft <sup>2</sup>
Kitchen Area (More than 1 Bedroom)	45 ft <sup>2</sup>
Kitchen (Only 1 Bedroom)	40 ft <sup>2</sup>
Bedroom Area	45 ft <sup>2</sup>
<b>Bachelor</b> (Living, Dining, Bedroom and Kitchen)	145 ft <sup>2</sup>

Minimum ceiling height of 6'-5" is required throughout the floor area.

## 6. Natural Lighting Requirements

The following are minimum window areas based on the floor area of rooms.

	House Less than 5 years old	House more than 5 years old
Living and Dining Room	10%	5%
Bedrooms and Other Finished Rooms	5%	2.5%
Kitchens	Windows not required	Windows not required
Washrooms	Windows not required	Windows not required

**Note:** The above information is for your assistance only. Other Building Code requirements will apply. Please contact City of Kitchener Zoning Division at (519) 741-2317 to ensure your property is zoned to permit duplexes and has sufficient parking for 2 legal off-street parking spots



Kitchener Utilities  
Water Meter Shop  
131 Goodrich Drive  
Kitchener, Ontario  
Canada, N2C 2E8  
519-741-2600 x4537

Water consumption may be metered separately, the following are three alternatives:

### **Dual City Meters**

1. Existing water service can be split after the service box, on private property. Each unit requires an individual service box, and meters may be within each unit. The owner is responsible to maintain the service boxes and service mains on private property, not the City of Kitchener. The City of Kitchener will only access the private service box if the water account is in arrears. Acceptable service boxes are outlined in the Material Specifications section of the Region of Waterloo and Area Municipalities Design Guidelines and Supplemental Specifications for Municipal Services.

### **City Meter Room**

2. A Meter room holding both meters with access from either outside the building or in a common area. No tenants should have access to the meter room. The City of Kitchener will not go through a unit to access the meter room.

### **City Meter installed with Private Meter**

3. Owner may install a private meter to complete internal billing, however the City of Kitchener will only bill based on the City owned meter (total water consumption). The owner is responsible to maintain/operate/replace the private meter and to any meter disputes.

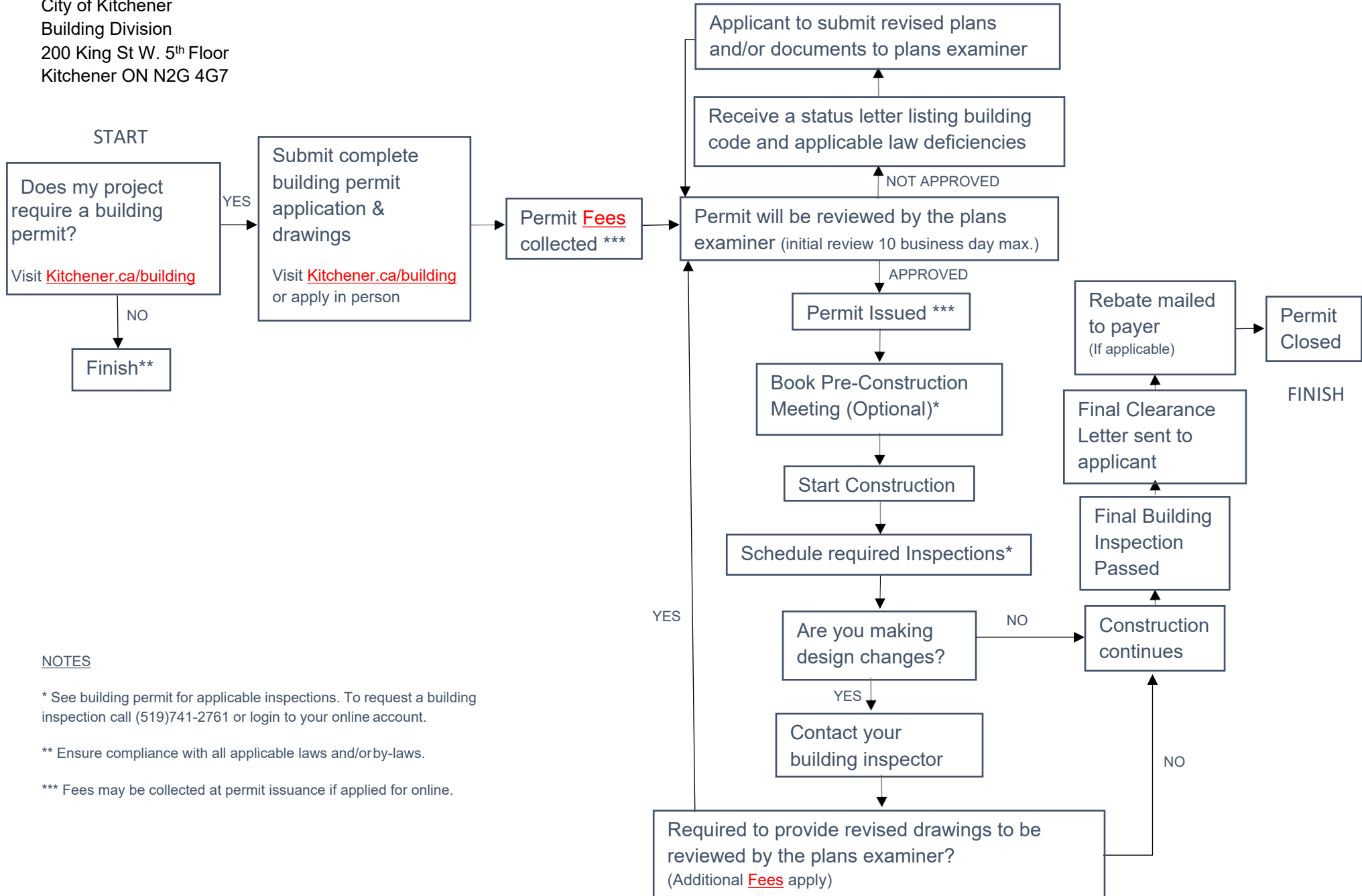
Contact the City of Kitchener's Utilities Water Meter Shop at 519-741-2600 ext. 4537 to arrange for meter inspections or for further clarification to discuss the above options.

# Residential Building Permit Process

This permit process is for miscellaneous permits for houses including but not limited to:

- |                     |                            |           |
|---------------------|----------------------------|-----------|
| Accessory structure | Load bearing wall removals | Additions |
| Solar Panels        | Duplex conversions         | Decks     |
| Plumbing Permits    | Interior finish            | Carports  |

City of Kitchener  
 Building Division  
 200 King St W. 5<sup>th</sup> Floor  
 Kitchener ON N2G 4G7



## NOTES

\* See building permit for applicable inspections. To request a building inspection call (519)741-2761 or login to your online account.

\*\* Ensure compliance with all applicable laws and/or by-laws.

\*\*\* Fees may be collected at permit issuance if applied for online.