

# Building Guide & Process

519-741-2312

building@kitchener.ca

www.kitchener.ca/building

## Duplex Conversion

### Requirements for a building permit application

1. [Application form](#)
2. [Schedule 1 form](#): completed by the homeowner or qualified BCIN designer
3. [Project Information: Residential form](#)
4. If you are providing a separate heating system:
  - a. [Heat Loss/Heat Gain Calculations](#)
  - b. [Schedule 1 form](#) filled out by qualified BCIN HVAC designer
5. Site plan Drawing – show entire lot, building locations, entrances, setbacks, driveways, parking spaces, walkways, window wells including sizes, stairs, ramps, features such as meters, A/C unit, etc.
6. Drawings of all levels of the house.
  - a. Drawings must be completed by the homeowner or a qualified BCIN designer. Qualified BCIN designers are required to provide their name, BCIN#, designer statement and signature on the plans.
  - b. Existing and proposed floor plans are required.

#### Plan view – New Residential Unit

- Window/door sizes – include glass area
- Room names
- Kitchen/bathroom layout
- Stair, furnace, etc. location
- 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
- Proposed fire separation wall & ceiling assembly

#### Plan View – Retained Residential Unit

- Window/door locations
- Room names and locations
- Stair, furnace etc. location
- New wall construction

**Note:** This 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 allow duplexes.

Date Modified April 1, 2025

### Where to apply for a building permit

Apply online at [www.kitchener.ca/onlinepermits](http://www.kitchener.ca/onlinepermits) or bring all required drawings to the ground floor at City Hall. City Hall is located at 200 King St W, Kitchener, Ontario. Office hours are Monday to Friday, 8:30am - 5:00pm.

### Permit Fees:

Permit fee: \$0.37 per square foot of finished space (2025 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 the permit is issued 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
- Fire Separation
- Underground rough-in (plumbing)
- HVAC Final
- Above ground rough-in (plumbing)
- Plumbing Final
- HVAC rough-in (supply and return air ducts)
- Final Building inspection
- Insulation (and vapor barrier)

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

### 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

- 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

#### Shared Furnaces / Air Distribution Systems

- Where the existing house is **greater than 5 years old**, and an existing forced air 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.
- Where the existing house is **less than 5 years old**, an air duct distribution systems serving one of the dwelling units in a house with a secondary suite shall not be directly interconnected with other parts of the house and return-air from a dwelling unit shall not be recirculated to any other dwelling unit. Where the existing house is heated with a conventional forced air furnace for the entire house, modifications and/or a separate heating and ventilation system(s) may be required to achieve this.

### 5. Ceiling Heights

- Minimum ceiling height of 6'-5" and a minimum of 6'-1" under beams and ducts is required throughout the floor area within the dwelling unit.

## 6. 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>

## 7. Natural Lighting Requirements

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

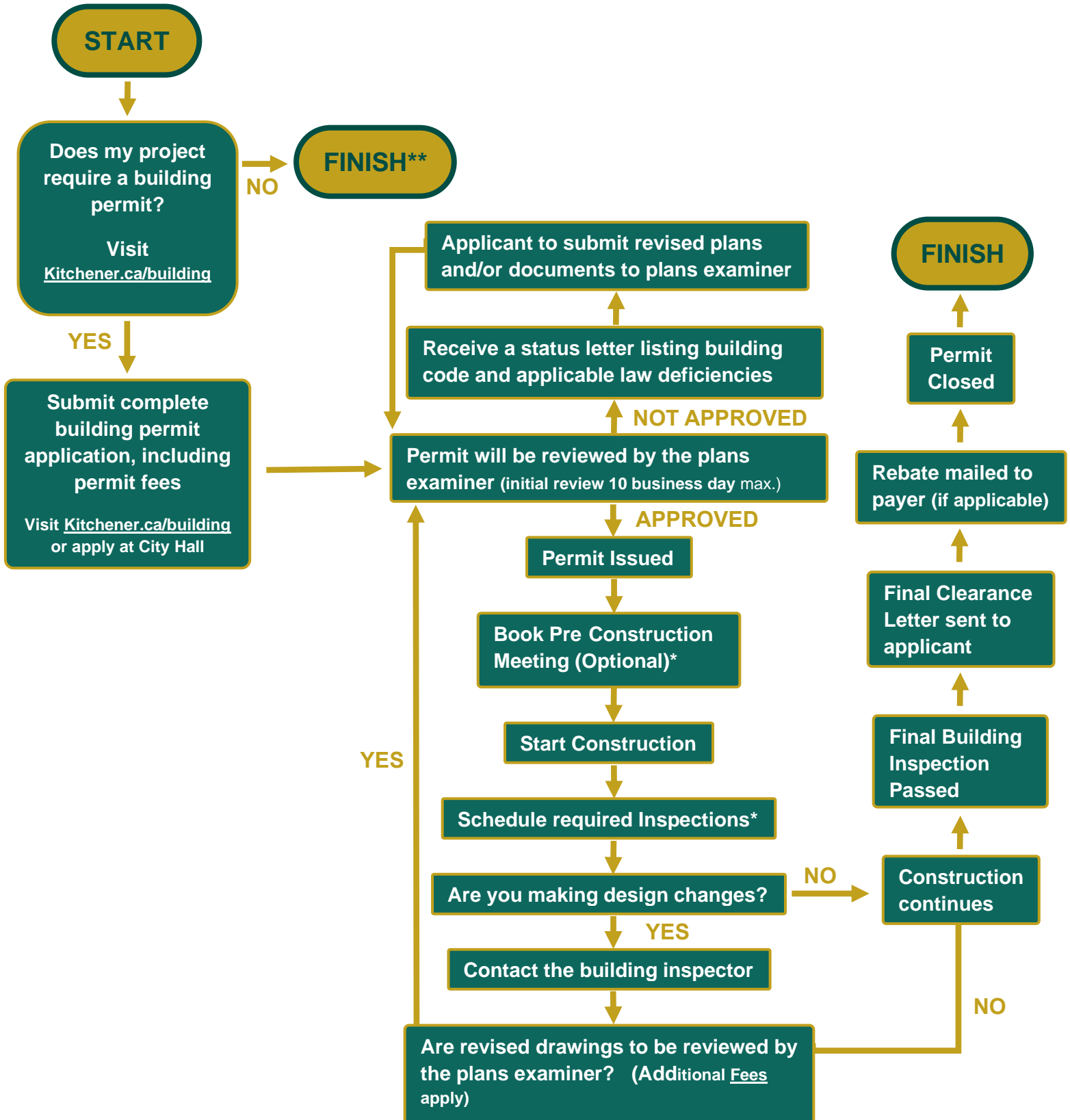
	House Less than 5 years old	House more than 5 years old
Living and Dining Room	10%	5%
Bedrooms and Other Finished Rooms	5%	2.5%
Kitchens	Windows not required	Windows not required
Washrooms	Windows not required	Windows not required



# Residential Building Permit Process

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

- Accessory Structures
- Additions
- Solar Panels
- Duplex conversions
- Decks
- Carports
- Interior Finish
- Plumbing Permits



### 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.