

DUPLEX DWELLINGS

Building Permit Requirements

Building Permits are required in the Municipality of Port Hope for converting an existing building into a duplex dwelling.

Designer Qualifications

- An Architect, Professional Engineer OR qualified BCIN Designer is permitted to take responsibility for the design.
- The homeowner is permitted to prepare and take responsibility for the design of a duplex dwelling, provided they understand and are willing to take responsibility for the applicable requirements of the [Ontario Building Code](#).

Drawings and Documentation

Two sets of Construction Plans Required

- Fully dimensioned floor plans for all levels including the following:
 - Window and door sizes;
 - Room names;
 - Kitchen and bathroom layouts;
 - Ceiling heights;
 - Stairs, furnace, laundry, and hydro panel locations.
- Wall / Ceiling section showing fire separations
- Fire separation ratings and proposed assemblies
- Up to date site plan/survey showing the location of the addition including dimensions to all property lines and other buildings/structures (*if applicable*)
- Elevations (for additions or exterior work)
- HVAC Design and Calculations
- Information required on every page of the drawings:
 - Date and Scale
 - BCIN Designers must include their name, signature, BCIN number, and the statement “I have reviewed and taken responsibility for the design activities.”
 - Architects and Engineers are only required to include their stamp, date, and signature.

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Application Process:

Prior to Building Services involvement or permit application, documented project approval from the Municipal Planning Department is required. Municipal Planners must be contacted at the Development Team Office – 905.885.2431

- Permit Application
- Schedule 1: Designer Information form must be completed by the individual taking responsibility for the design (*if applicable*).
- Owner/Designer Declaration (*if applicable*)
- Energy Efficiency Design Summary – SB-12 (*for additions only*)

General Building Code Requirements:

For conversion of a Single Family Dwelling to a Duplex

The following is a general list of minimum requirements Building Services reviews during the permit application process:

Fire Protection

- Fire separation
- Wall and floor assemblies
- Exit enclosures
- Penetrations
- Combustible materials
- Openings
- Smoke and CO detectors
- Flame-Spread ratings

Structural Elements

- Floor joists
- Wall studs
- Headers / Lintels
- Rafter sizes and layouts
- Stairs
- Guards / Handrails

Sound Transmission Rating

- Wall and floor assemblies

Room Sizes

- Minimum room sizes
- Minimum room height
- Minimum width of stairs and hallways

Mechanical, Electrical and Plumbing

- Heating systems
- Exhaust fans
- Emergency lighting
- Lighting – interior / exterior
- Plumbing fixtures
- Laundry facilities

Exit and Egress

- Doors
- Hallways
- Window

Windows

- Minimum size