



## APARTMENT or DUPLEX Conversion – PROJECT GUIDE

Applicant & Designer: The following guideline will assist in preparing a more complete application, with required drawings based on project type, from the Town of Smiths Falls Building By-Law.

➤ **Designer(s): Prepare Two (2) Full Sets of Working Drawings dimensioned/detailed to scale:**

**Site Plan** Design; to meet Town Zoning By-Law & any other related approvals:

- a) Property Site Plan; Zone, lot area, north, all existing structures to lot lines, streets, lane, # and location of parking spots, services/utilities/easement. Note: Designated parking for extra unit. If available, provide copy of an existing Land Survey to assist accuracy.
- b) Check zone for permitted use and/or pre-consult with Planner in advance of application.
- c) Accessory Apartment, Converted Dwelling House/Unit, Duplex (horizontal) and Semi-Detached terms differ; See definitions and permitted zone use as per Zoning By-Law.
- d) Additional Grading plan and/or updated property survey may be required.

**Architectural-Structural-Fire separation** Design; to meet Ontario Building Code:

- e) Existing & Proposed Basement Floor Plans; All Rooms/Use, openings, stairs, alarm, rated walls/doors/ceiling, plumbing/utility/furnace, building cross-section marker, etc.;
- f) Existing & Proposed Main/Upper Floor Plans; All Rooms/Use, openings, stairs, alarms, fire escape, rated walls/doors/ceiling/floor, plumbing, building cross-section marker, etc.;
- g) New fire/sound separation details for floor and/or wall with code listed reference (SB-3);
- h) Building Cross-section through fire-rated horizontal floor and/or vertical wall assemblies;
- i) Existing Building Elevations/Photos; Windows, doors, exit stairs, materials, lighting, etc.;
- j) Designer to complete the form Schedule 1: Designer Information (+ total area of work);
- k) Hazardous substance report may be necessary (ie. asbestos, mold, lead, mercury, etc.)

**Heating & Ventilation (HVAC)** Design; to meet Ontario Building Code & Town By-Law:

- l) Existing/Proposed Heating system plan; experienced mechanical source to report on furnace alterations or replacement; including handling capacity and air exchange. If a new system; Mechanical Designer completes Schedule 1: Designer Information form.

**Engineer** Design; May apply where not as per the Ontario Building Code.

➤ **Applicant:** File form '**Application for a Permit to Construct**' with above drawings;

- If Agent signs application; Owner to authorize agent to act on their behalf (consent letter); On 'section A. Project Information' of the application form; Calculate the total
- Area of Work (Square Feet) which means the Gross building area;
- Project Value (\$) for all Labour, Materials, Services & Equipment to complete all work.
- Permit Fee initial payment by debit/cheque/cash as per the Town Building By-Law schedule
- Final Permit Fee due prior to permit pickup; Public Works Dept. water meter/service fee

Note: This is a general list for an average project; Other information may be required. 10/20