

# Two-Unit House Registration Process

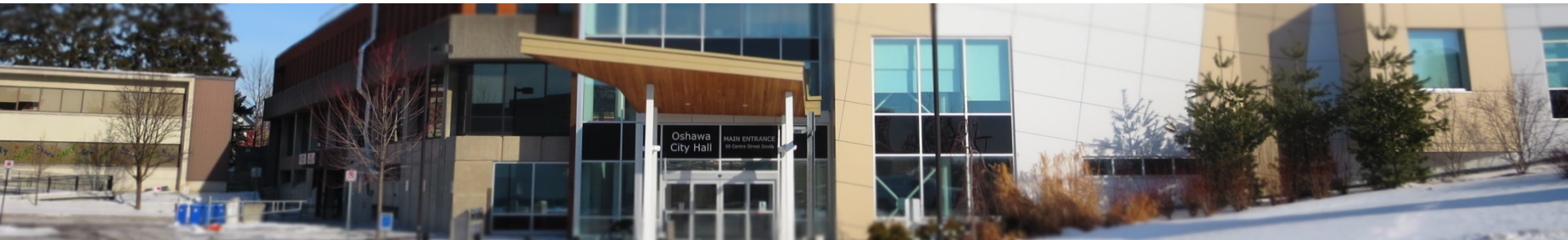


# Information Session Overview

**Purpose:** Overview Oshawa's Two-Unit Registration By-law

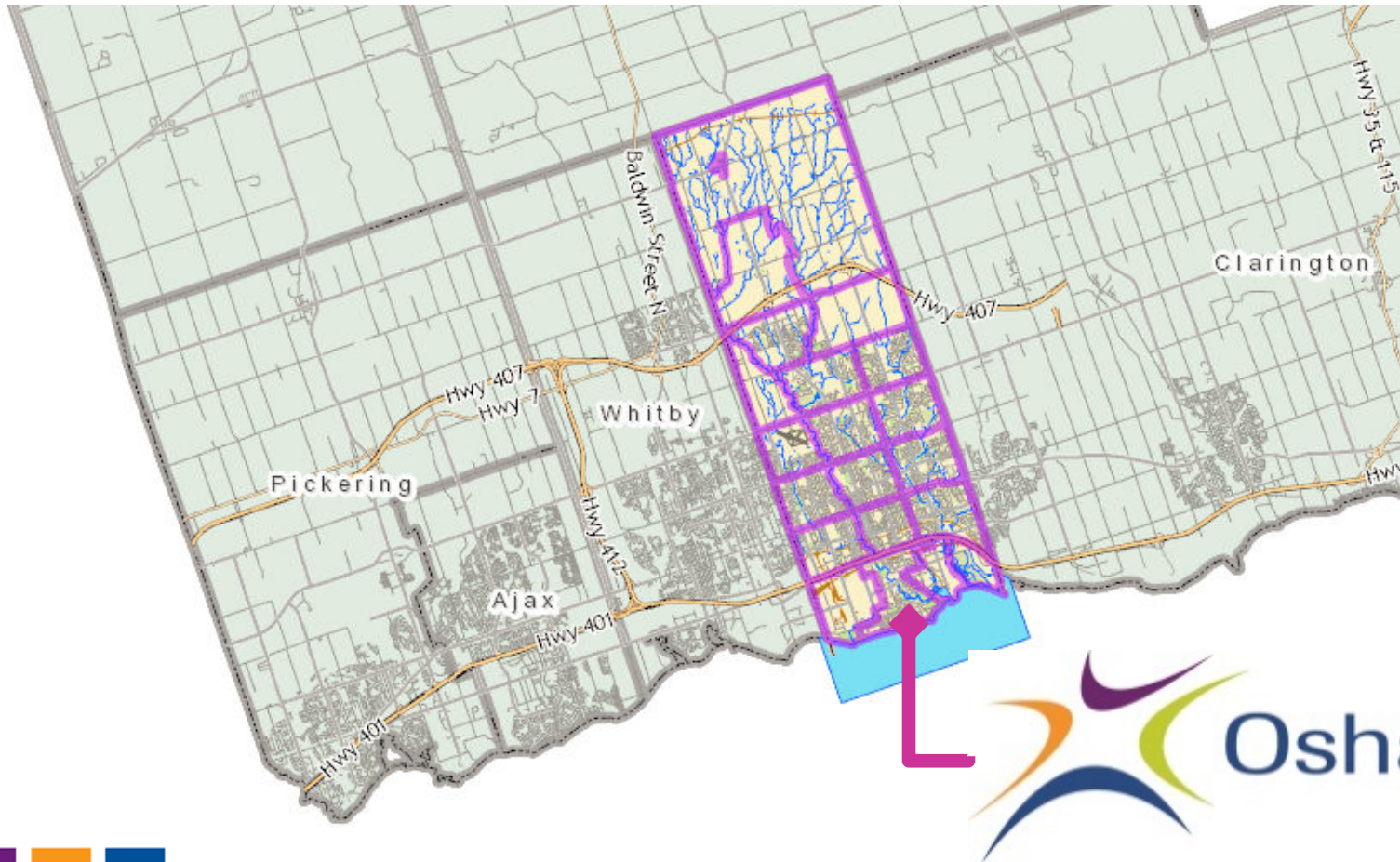
## Two-Unit Registration

- Background
- Registration
- Applicable Standards and Processes



# Information Session Overview

Information applies **only** to the City of Oshawa

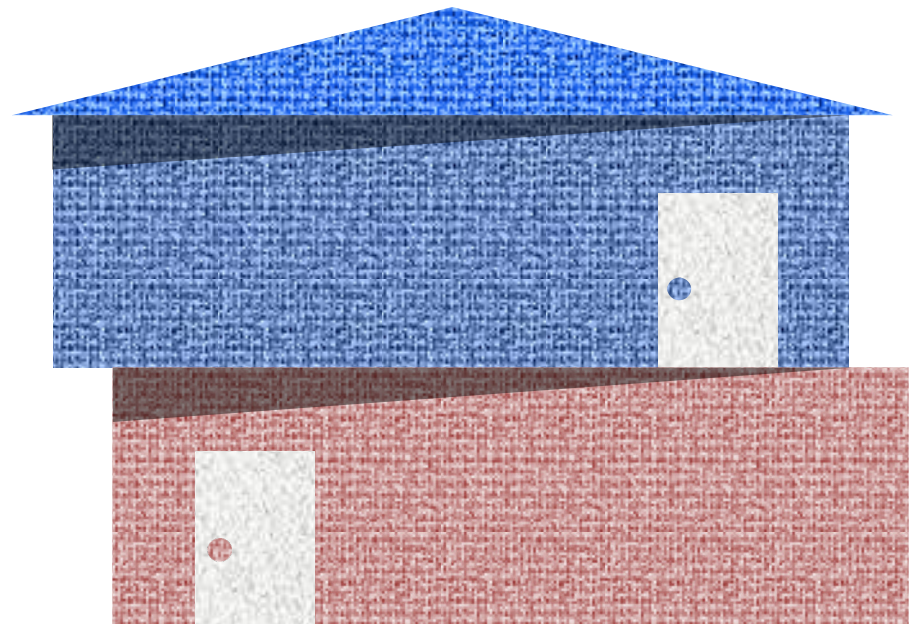


# Background

**Two-Unit House-** A detached house or a semi-detached house which contains two self contained Residential Units (also referred to/defined as an “**Accessory Apartment**”)

## Commonly Used Terms:

- Basement Apartment
- Secondary Apartment
- Secondary Suite
- In-Law Suite
- Two-Unit House
- Converted Dwelling

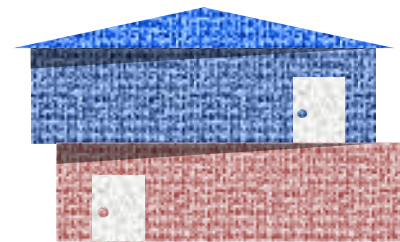


# Duplex v. Two-Unit

Duplex  $\neq$  Two-Unit

**DUPLEX:** building **originally** constructed with **two separate dwellings**

**TWO-UNIT** or **ACCESSORY APARTMENT:** buildings **originally** constructed with **one dwelling** and **converted** to create a **second dwelling unit**.

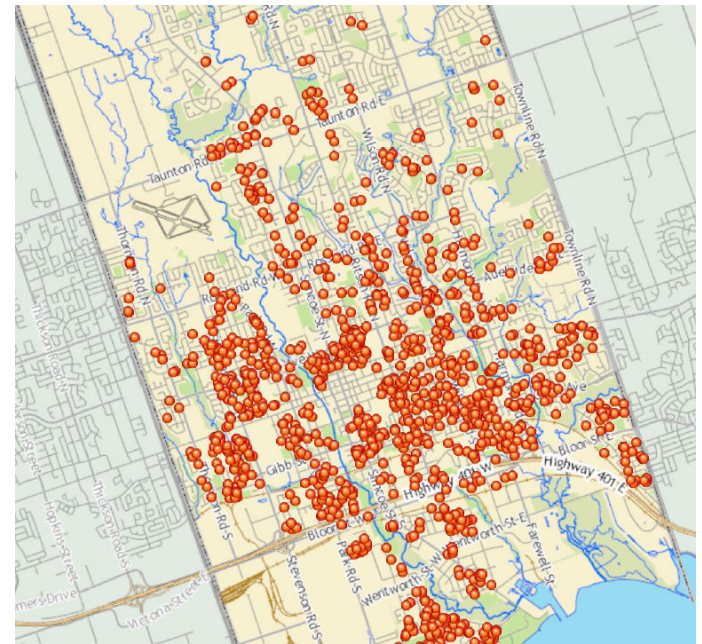


# Background

## Two-Unit House By-law 41-2001:

Required all two-unit houses to be registered with the City of Oshawa as of September 1, 2001

- 1600+ registered Two-Unit Houses
- List of registered units online:  
[www.oshawa.ca/twounit](http://www.oshawa.ca/twounit)



All Registered Two-Unit Houses  
(Sept 2017)







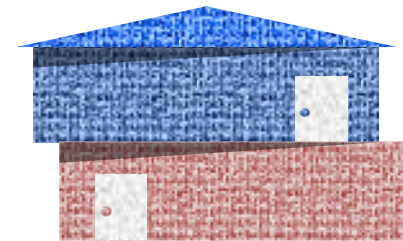
# Timeline: Two-Unit House Standards



# Why Register?

Ensure **two units** meet minimum health and safety standards:

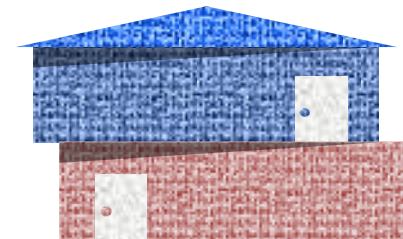
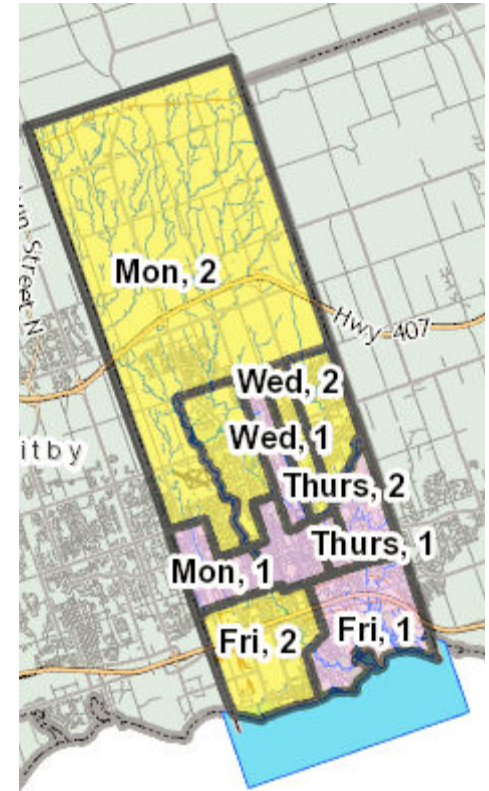
 <p>Ontario</p> 	<ul style="list-style-type: none"><li>• Building Code</li><li>• Fire Code</li><li>• Electrical Safety</li></ul>
 <p>Oshawa*</p> 	<ul style="list-style-type: none"><li>• Property Standards</li><li>• Zoning</li></ul>





# Why Register?

- Track City-approved Two-Units
- Inform tenants that Two-Unit has been City-inspected
- Assists with municipal planning and other services:
  - Waste collection





# How to Register



# Zoning Requirements

- Detached or Semi-Detached
- Permitted use in the Zone: R1, R2, R5, OSR-A, ORM, AG-A, AG-B or AG-ORM
- Only one (1) Two-Unit House/Accessory Apartment per lot
- Minimum lot frontage of eleven (11) metres
- Minimum of three (3) parking spaces are required



The image shows a sample certificate of registration for a two-unit house. The certificate is titled "TWO-UNIT HOUSE CERTIFICATE OF REGISTRATION" and is issued by the City of Oshawa. It certifies that a property located at [redacted] Oshawa has been registered as a Two-Unit House in accordance with the City of Oshawa Two-Unit House Registration Bylaw Number 41-2001. The certificate also specifies that Unit One is located on the first floor and Unit Two is located in the basement. The certificate is issued to [redacted] Manager, Licensing and Support Services, Municipal Law Enforcement & Licensing Services. The registration number is 1234567890. A large red "SAMPLE" watermark is overlaid on the certificate.

Oshawa<sup>®</sup> The Corporation of The City of Oshawa  
Corporate Services Department  
Municipal Law Enforcement & Licensing Services

**TWO-UNIT HOUSE  
CERTIFICATE OF REGISTRATION**

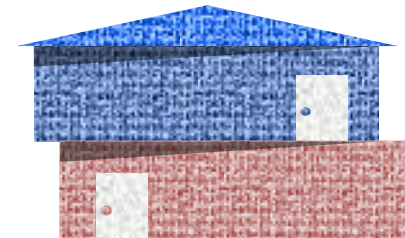
This certifies that the property located at  
, Oshawa  
has been registered as a Two-Unit House in accordance with  
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Unit One is located on the first floor,  
and Unit Two is located in the basement.

Certificate issued **SAMPLE**

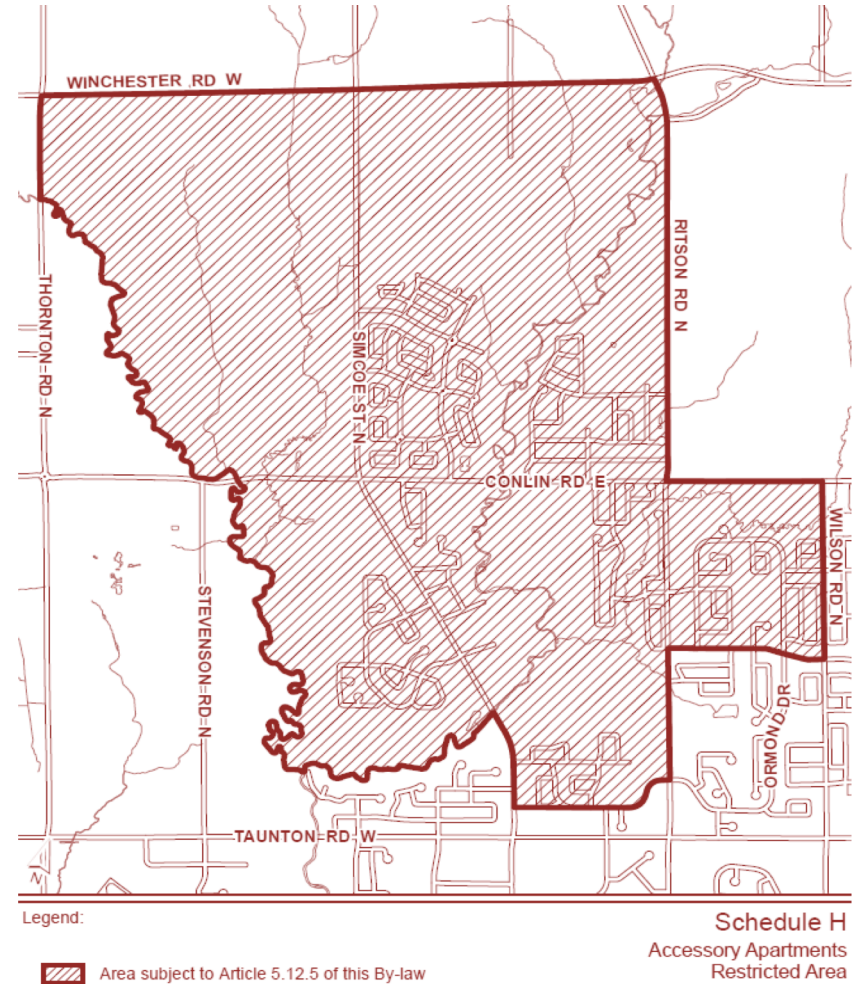
\_\_\_\_\_, Manager  
Licensing and Support Services  
Municipal Law Enforcement & Licensing Services

Registration No. 1234567890



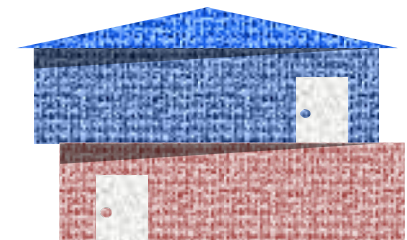
# Zoning Requirements: Restricted Area

Two-Units Prohibited in  
**Restricted Area** (Schedule  
“H” of Zoning By-law)



# Registration Process

	Process	Cost	Where to go (Registrar)	Inspection
<b>Existing Unit (Pre-July 1994)</b>	<ol style="list-style-type: none"> <li>1. Apply for Two-Unit Registration with documentation</li> <li>2. Initial Property Standards/Fire Inspection</li> <li>3. Re-inspection (if required)</li> <li>4. Two-Unit Certificate issued</li> </ol>	\$250.00	<b>Licensing</b>	<b>Licensing &amp; Fire</b>
<b>Post-July 1994 &amp; New Unit</b>	<ol style="list-style-type: none"> <li>1. Apply for Building Permit</li> <li>2. Building Permit Issued</li> <li>3. Inspection</li> <li>4. Two-Unit Certificate issued</li> </ol>	\$6.92 per sq m	<b>Buildings</b>	<b>Buildings</b>



# Retrofit- Ontario Fire Code

## Pre 1994

9.8.1.1.(1). This section applies to a detached house, semi-detached house or row house containing two **existing residential units**, if

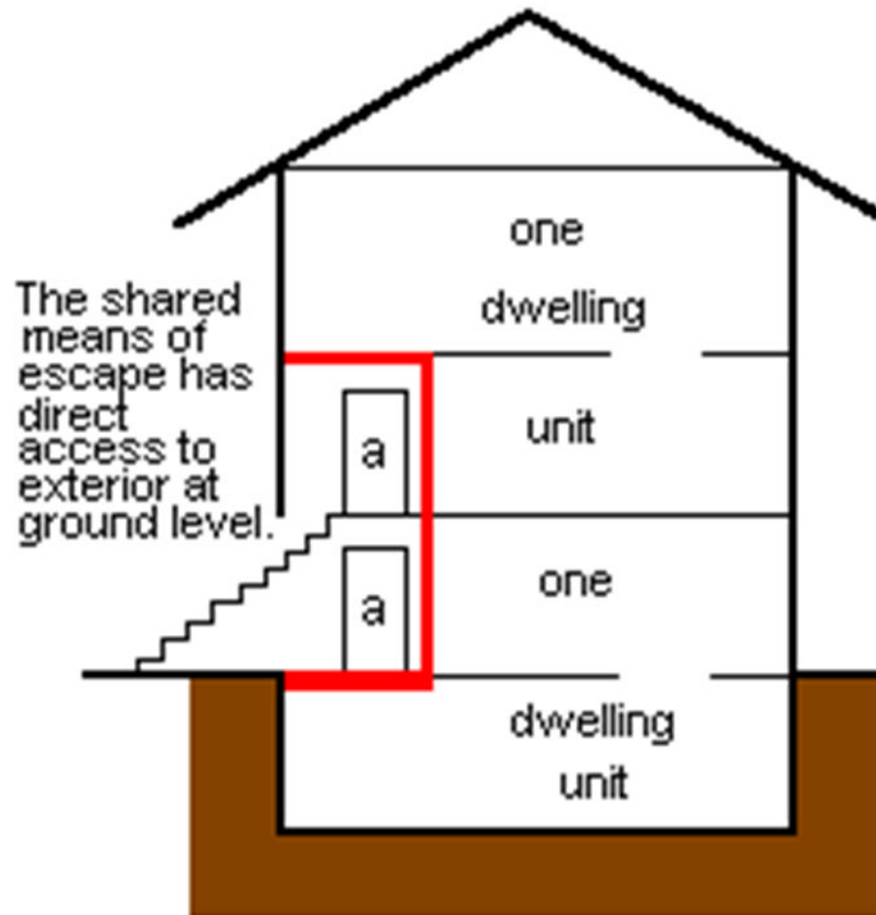
(a) the building is 3 storeys or less in building heights

(b) the building area does not exceed 600 sq m and

(c) one **residential unit** or a portion of a **residential unit** is situated above another **residential unit**, or two **residential units** side by side share a common interior means of escape.



# Retrofit Fire Inspection



# Retrofit Fire Inspection

## Definitions

**Residential Unit** – means a suite operated as a housekeeping unit, used or intended to be used by one or more persons that contain cooking, eating, living, sleeping and sanitary facilities

**Existing** – means in existence on July 14, 1994





# Is this a Two Unit Dwelling



# Retrofit Fire Inspection

## 5 Areas of Inspection

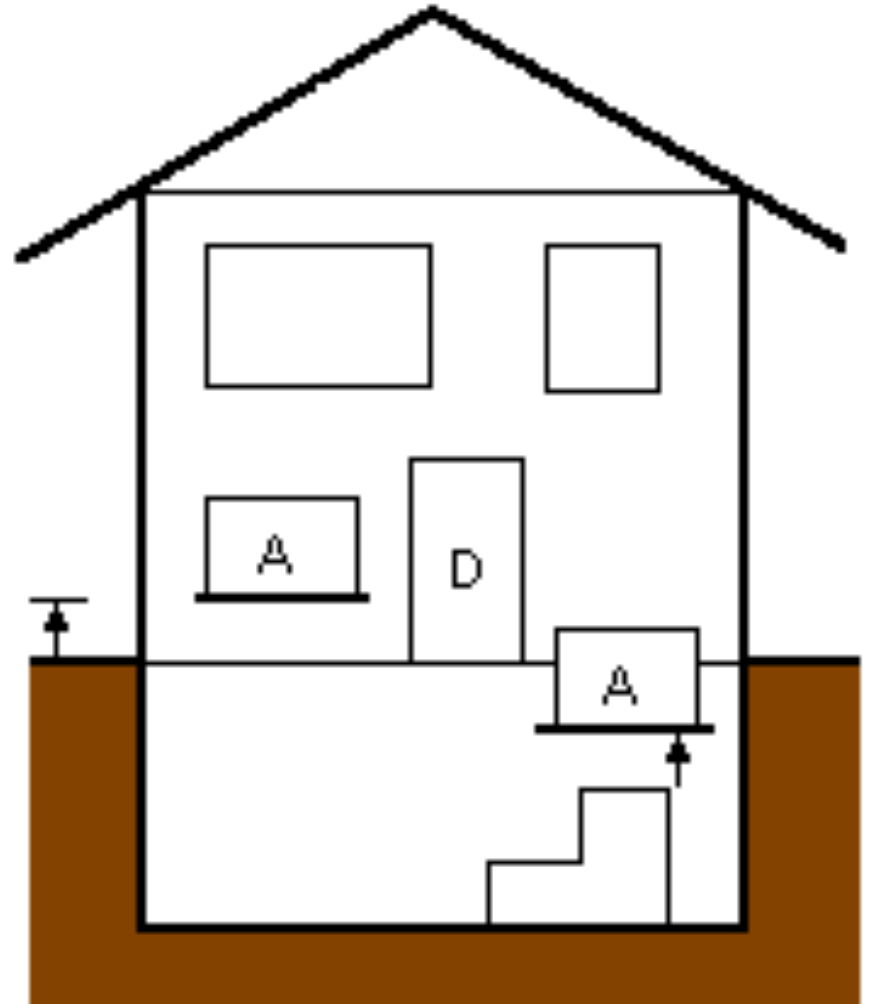
- **Containment**
  - Fire Separations
  - Fire Resistance Rating
  - Closures



# Retrofit Fire Inspection

## Means of Egress

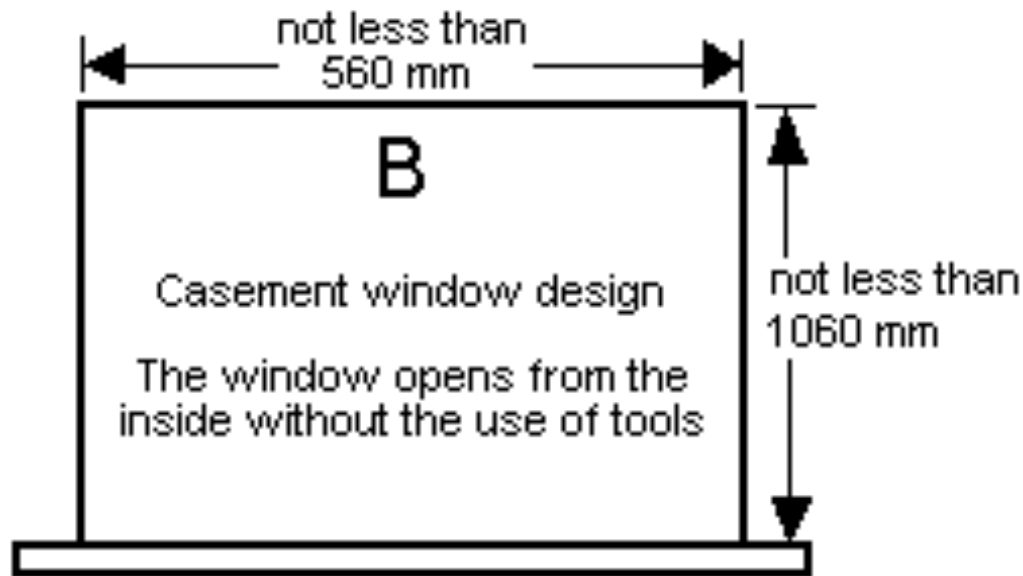
- Two means of escape



# Retrofit Fire Inspection

## Means of Egress

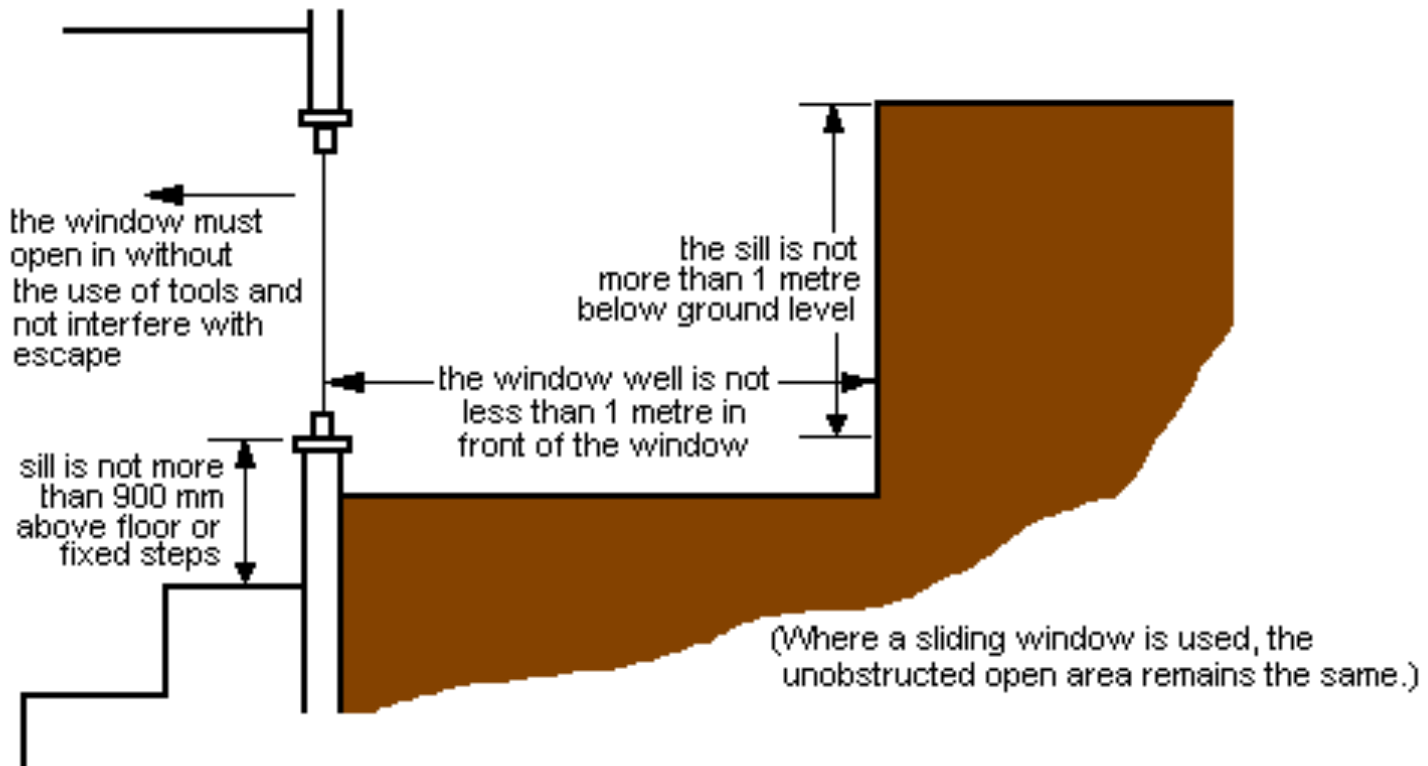
- Casement Type Window



# Retrofit Fire Inspection

## Means of Egress

- Casement Type Window

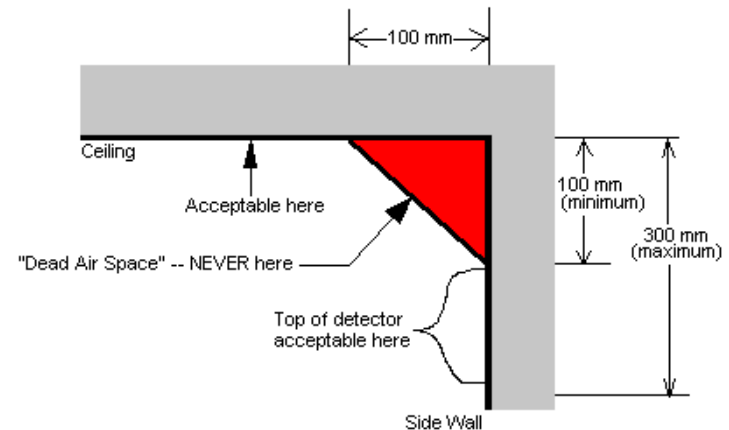
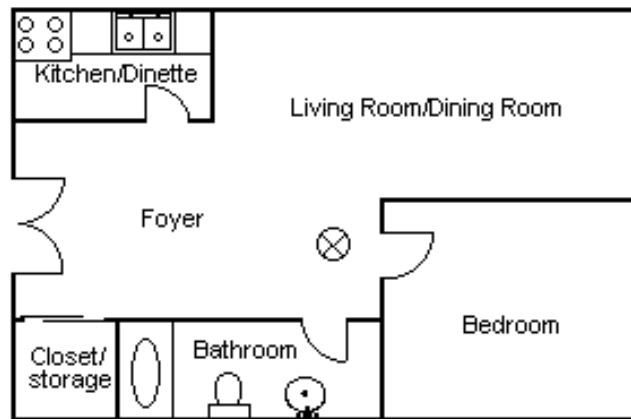


# Retrofit Fire Inspection

## Fire Alarm & Detection

### Interconnected smoke alarms

- Shall be installed on or near the ceiling in each
  - a) Storey within a residential unit, including every basement
  - b) Shared means of escape



# Retrofit Fire Inspection

## Smoke Alarms

- **2 Types of Power Supply**
  - Battery and Hardwired
- **2 Types of Sensors**
  - Ionization and Photoelectric
- **Does not matter which power supply you have or what sensor it is, every smoke alarm must be changed every 10 years.**



# Retrofit Fire Inspection

## Suppression

- Sprinkler Systems
  - Shall be designed and installed in conformance with NFPA 13D





# Retrofit Fire Inspection

## Electrical

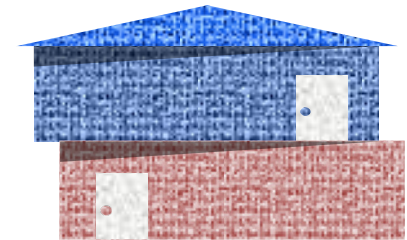
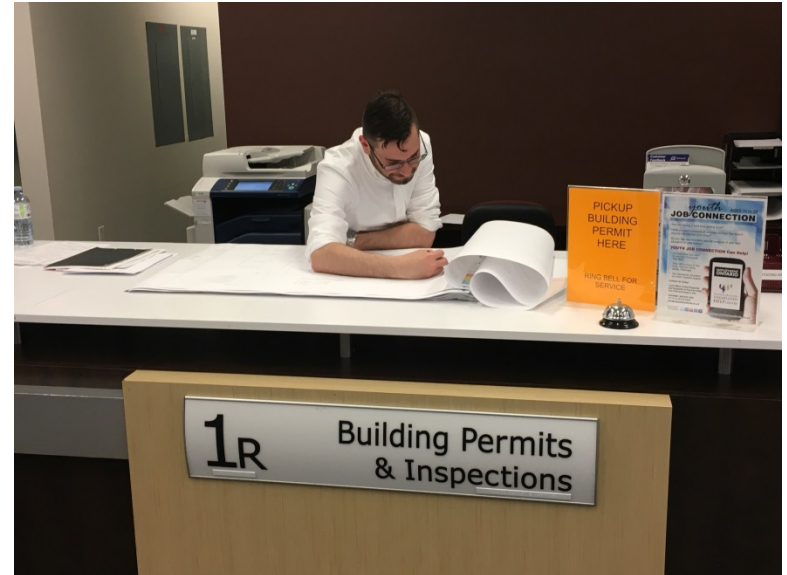
- Electrical Inspection required
- 9.8.6.1.(1) Each detached house, semi-detached house and row house regulated by this section shall be subjected to a general inspection by the Electrical Safety Authority, as defined in the Electricity Act 1998, and inspection fees shall be paid by the owner



# What You Need For Registration: POST 1994 + New Construction

## Where to go: **Building Services**

- Submit Building Permit Application + Fee
- Plans and Drawings



# Building Permits- Ontario

## Building Code

### Application Requirements:

- Application and Schedule 1 Designer Information forms and two copies of the plans listed below. (Owner's Authorization will be required if applicant is different from property owner)
- Survey or site plan of the property showing dimensions of all existing buildings and structures, including dimensions to all property lines. Any addition or enlargement of windows is to be plotted on the site plan.
- Construction drawings including the floor plans of all levels outlining the existing layout, a detailed floor plan of the proposed layout, structural details if applicable, wall section and a legend with construction notes.
- Permit fee, payable at time of application, may be paid by cheque (made payable to The City of Oshawa), cash, debit, Visa, MasterCard or American Express.
- The Permit fee will be based on the amount of floor area being converted / renovated.



# Building Permits

## **General Issues to be aware of for secondary apartments:**

- Provide a minimum ceiling height of 6 feet 5 inches in all required floor areas including areas under beams and ducts leading to the exit
- Generally, a minimum 30-minute fire separation is required between the dwelling units, common laundry room, shared exits, and furnace rooms not contained in one of the dwelling units.
- All structural walls, beams and columns shall be fire rated to the same level as the floor that they support.
- Shared exits that provide the only means of egress from a dwelling unit must have a minimum 30-minute fire separation, have hardwired and interconnected smoke alarms in both dwelling units and all common areas and a means of escape window will be required.



# Building Permits

- A smoke alarm is required in each bedroom and each area/hallway serving bedrooms and may be battery operated.
- A carbon monoxide alarm is required adjacent to each sleeping area and may be battery operated or a plug in type.
- Floors that have bedrooms but do not have direct access to the exterior are required to have an egress window with a clear unobstructed area of 3.8 square feet with no dimension less than 15”.
- Each bedroom requires natural light equal to minimum 2.5% of the room’s floor area.
- Living rooms and Dining rooms require natural light equal to minimum 5% of the room’s floor area.
- No windows are permitted in walls closer than 4 feet to the property line, unless protected with a fire resistance rating of 45 minutes.



# Building Permits

- Laundry facilities shall be provided in each dwelling unit or in a common laundry room that is accessible to both units.
- A furnace system can serve both dwelling units provided an inline smoke detector is installed in the supply or return air duct and upon activation will shut the fuel and electrical supply to the furnace.
- Stairs that are part of a common exit shall not contain winder or angled treads.
- Plumbing supply and venting pipes often require upgrading to current standards.
- CLOCA approvals may be required if the building is located in the regulated areas



