



Can I build an income suite in my house?

These guidelines below will help you to know if your home qualifies for an income suite, also called a secondary suite, additional dwelling, etc.

- Only single detached, semi-detached or townhouse dwellings, in the Residential District, can contain additional residential units.
- Up to two (2) residential units may be permitted in a detached, semi-detached or townhouse, and one (1) residential unit in an accessory building or structure.
- An accessory building (such as a detached garage), or part of an accessory building, may be converted to a residential unit.
- Each dwelling unit must have one parking space, in addition to the parking space(s) required for the main dwelling.
- Additional units are not allowed in a dwelling unit used as a private home daycare, a bed and breakfast establishment, or a group home.
- New entrances for units within an existing dwelling are not allowed on the front main wall of the house facing a road.
- New entrances for unit(s) in accessory buildings need to be fully accessible from the street by a walkway or driveway as per the Accessibility for Ontarians with Disabilities Act.
- There is a requirement for fire separation between units, as per the Ontario Building Code.

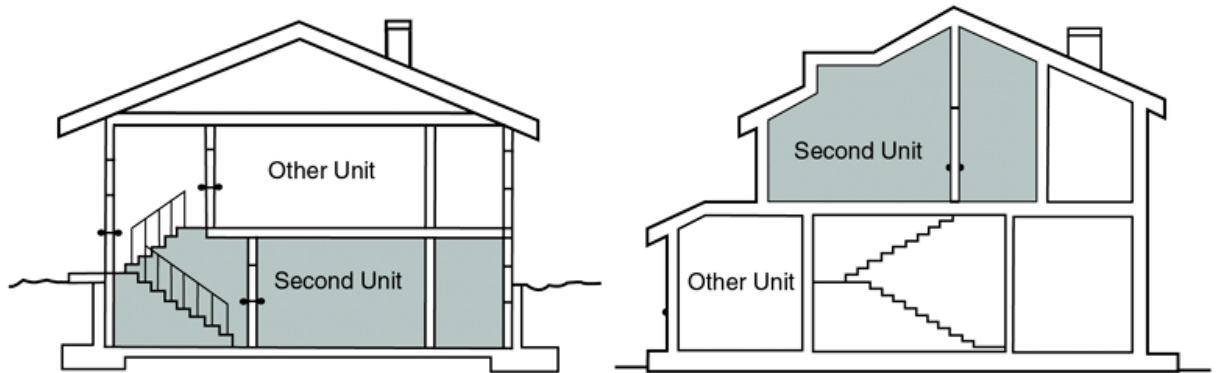
For more information on Secondary Suites, see Section 3.36 of the [Development Permit By-law](#) on the Town's website. Also, visit the Ministry of Municipal Affairs and Housing [website](#) for summary Building Code requirements.

Jennifer Hughes
Planning Clerk/Administrator
613-257-6211
jhughes@carletonplace.ca

Niki Dwyer
Director of Development Services
613-257-6202
ndwyer@carletonplace.ca

Did you know?

- For the construction of a second unit in an existing house, development charges are not collected.
- Different Building Code rules apply depending on the age of your house. If your house is more than five years old, it is classified as an existing house and you have more flexibility under the Building Code when you make renovations.



Room sizes and floor area

The Building Code sets out minimum room sizes in dwelling units, including second units. Room sizes vary depending on whether rooms are separated by walls or the unit is open concept. For example, the minimum area of a dining room separated by walls is 7 m² (75 ft²), while an open concept bachelor unit combining sleeping, living, and dining areas and kitchen space is permitted to be 13.5 m² (145 ft²). The general minimum sizes for rooms and spaces are described in the table below:

Table 1: General minimum sizes for rooms and spaces

Room/Space	Minimum required floor area
Living area	13.5 m ² (145vft ²)
Dining area	7 m ² (75 ft ²)
Kitchen	4.2 m ² (45.2 ft ²)
Combined living, dining and kitchen areas in a one-bedroom unit	11 m ² (118.4 ft ²)
Master bedroom (without built-in closet)	9.8 m ² (95 ft ²)
Other bedrooms (without built-in closets)	7 m ² (75 ft ²)
Bathroom	Sufficient space for sink, toilet and shower stall or bath
Combined sleeping, living and dining areas and kitchen space	13.5 m ² (145 ft ²)

Secondary unit checklist:

Here is a checklist summarizing the important things to consider when adding a second unit to your house:

Development Permit Requirements:

- The house is a single, semi-detached or townhome
- There is sufficient parking for each of the units
- The unit is no more than 40% of the size of the primary dwelling
- Building permit, construction drawings and fees

Building Code requirements for second units:

- age of your house
- location of your second unit
- room size and floor area
- ceiling heights
- windows
- plumbing
- heating and ventilation
- electrical facilities and lighting
- fire safety
- smoke alarms
- carbon monoxide (CO) alarms
- exits

Disclaimer: This document is provided for convenience only and should not be relied upon as a substitute for construction, engineering, architectural or legal advice.