



# BUILDING DEPARTMENT DATA SHEET

## CONVERSION OF A RESIDENTIAL BUILDING TO A LODGING HOUSE

### DEFINITIONS:

**Boarder:** shall mean a person who lives in rented living accommodation which has no individual kitchen facilities.

**Boarding House:** please refer to Lodging House.

**Lodging House:** shall mean a lot and a building, or structure, or portion thereof, licenced by the City wherein the owner or lessee supplies for compensation, with or without meals, lodging to a boarder or boarders as the principle use, and may include an accessory dwelling unit for the owner or caretaker, but shall not include a hotel, motel a bed and breakfast establishment, or any other residential use.

### ZONING:

**Permitted zones:** Lodging Houses are permitted in the following zones – RC, C2, C3, C4. To permit a Lodging House in any other zone would require a site specific exemption. To apply for a rezoning of a property, see the Planning Department. For any additional zoning inquiries, contact the Building Department.

**Parking:** Required parking spaces must be provided at a rate of one space for every three boarders.

### LICENCING:

Lodging Houses must be licenced by the City of Brantford. Please contact the Clerk's Department for application forms and requirements.

### BUILDING PERMITS:

A Building Permit (which may include a Plumbing Permit) is required from the Building Department to convert a Residential building to a Lodging House. If the building being converted is greater than 600m<sup>2</sup> in building area or greater than three stories, then an Architect may be required. Otherwise the plans must be prepared by a Ministry certified Designer. See the reverse for permit application requirements.

### ELECTRICAL PERMITS:

Any change to the electrical system of the building must be inspected by the **Electrical Safety Authority**. Separate inspection applications (permits) must be filed.

- ✓ For more information, please call: **Hamilton Process Centre: 1-877-372-7233.**
- ✓ To find a licensed electrical contractor, visit: [www.pluginsafely.ca](http://www.pluginsafely.ca)

**CONVERSION OF A RESIDENTIAL BUILDING TO A LODGING HOUSE****Building issues to be addressed:**

The list below is provided as a guide and may not be comprehensive based on the specifics of the project that you may be proposing:

- ✓ fire rated separations may be required to be installed or upgraded between suites and/or bedrooms – this may include:
  - upgrading drywall on walls and ceiling
  - replacing doors
  - installing fire dampers in ductwork
- ✓ fire rated separations may be required to be installed or upgraded around exits and/or stairwells
- ✓ if there are more than 5 bedrooms, then a fire alarm system may be required
- ✓ if the number of boarders exceeds 8, then the building must comply with barrier-free requirements
- ✓ if bedrooms are being added in the basement, then egress windows may be required (the unobstructed open portion must be a minimum 0.35m<sup>2</sup> with no dimension less than 380mm)
- ✓ if basement egress windows open into a window well, then the window well may need to be enlarged (clearance of 550mm in front of open window).

All proposed construction shall comply with the latest edition of the Ontario Building Code.

**Required items to provide with Building Permit application:**

The list below is provided as a guide and may not be comprehensive based on the specifics of the project that you may be proposing:

- ✓ completed application form
- ✓ building permit fee
- ✓ 3 copies of all construction drawings:
  - Architectural floor plans (sections and details as required)
  - Mechanical plans
  - Electrical plans
  - Site plan (if exterior work or addition is proposed)

**NOTE:** if exterior work and/or additions are proposed, then the following additional clearances may be required:

- ✓ Heritage committee (Policy Planning)
- ✓ Site Plan Control (Current Planning)
- ✓ Site Alteration (Engineering)