

## Tiny Houses

The Ontario Building Code (O.B.C.) includes requirements to regulate the construction of tiny houses. The provisions are contained in Section 1.11 of Division C. The term 'tiny house' is not defined in the O.B.C. For the purposes of this document, 'tiny house' shall refer to a house within the scope of the O.B.C., which requires the building to be:

- One dwelling unit,
- Less than or equal to 37 square metres (400 square feet) in building area, and
- Partially constructed in one municipality and installed at a (known or unknown) location in another municipality without having previously been occupied.

As per the above requirements, a tiny house built in the County of Brant and installed in the County of Brant are not within the scope of the above code provision and would therefore follow the building permit process of a new residential building, or an additional residential unit (ARU).

**Tiny houses constructed in the County of Brant and installed in another municipality** require a tiny house building permit and must comply with the O.B.C. requirements, except for:

- Applicable laws
- O.B.C. site installation requirements (foundation design, anchorage, etc.)

However, the above exemptions only apply if the permit application specifies:

- The installation address (where the address is unknown, the permit application must include a declaration of assumptions related to the design of the house in lieu of an address).
- Information about the intended site installation necessary to design the house (i.e. type and location of foundation).
- Compliance with the location-dependent requirements of the installation (climatic loads, seismic loads, temperature-based requirements, soil gas requirements, firefighting access, and limiting distance/exposed building face).

Where the tiny house has been constructed in the County of Brant but installed in another municipality, the Chief Building Official shall provide a **Tiny House Transfer Form** to the permit holder, listing the prescribed notices of inspection provided and confirming that required inspections occurred and that no contraventions remain with the inspected construction.

**Tiny houses constructed in another municipality and installed within the County of Brant** that have an existing building permit from another municipality require a separate building permit issued by the County of Brant to locate the tiny house within the County's boundaries. Building permit application submissions in this case must include:

- The **Tiny House Transfer Form** from the municipality it was constructed in
- All approved plans, letters, information and documents used to confirm compliance with the required inspections.

For more information, the province of Ontario has prepared an [Informational Guide on Tiny Houses](#). Please note that the County of Brant reserves the right to evaluate any building on an individual basis.

## **Building permit application submission requirements:**

In many instances, before a building permit application can be processed and a permit issued, there are other approvals from other agencies that are required. These approvals are not administered by the Building Division and are required as part of a complete application package. Please consult the applicable law checklist prior to applying for a building permit.

This checklist provides a summary of the Building Permit submission requirements for a tiny house and has been developed for convenience purposes only. The property owner is responsible for ensuring compliance with all County of Brant By-laws, other applicable laws, and the Ontario Building Code.

- Permit applications to be filled out and signed
- Authorization form (if applicable)
- Designer information 'Schedule 1' to be filled out
  - Designer's name, Building Code Identification Number (BCIN), and signature must appear on all drawings submitted.
- Tiny House Design Assumption Form (if being constructed in the County of Brant and installed in another municipality)
- Complete Minimum Distance Separation Calculation form (MDS I) if the proposed tiny house is outside the settlement areas.
- Completed County of Brant Applicable Law Checklist
- Site plan, including:
  - The address or roll number (beginning with 2920) of the property
  - All property lines and surrounding streets labelled
  - All proposed and existing buildings and structures on the property labelled
  - Proposed distance from all legal property lines (not street lines, sidewalks, etc.)
  - Location of septic system (if applicable) and distance to proposed building
- Complete set of construction drawings drawn to scale, including:
  - **Foundation Plans** (incl. size of walls, footings, and piers)
  - **Floor Plans** (incl. overall dimensions, room names, plumbing fixtures, structural information, door and window sizes, smoke and CO detectors)
  - **Building Elevations** (4) from all sides showing grade location, floor height above grade, wall height, roof height, roof slope, cladding material, roofing material, and window and door location and sizes.
  - **Cross Sections** (1 min) through the wall from footings to roof noting all materials in the foundation, wall, and roof assembly.
  - **Other Details that may be required:**
    - Roof truss layout
    - Engineered product specifications and layouts

- Grading Review
  - To determine if a grading plan is or is not required for your building permit application, you can send your site plan to the Grading Department at [grading@brant.ca](mailto:grading@brant.ca), or contact them directly for additional information
- For the installation of any wood-burning appliance, include the manufacturer's installation instructions.
- Heat Loss/Gain Calculations and Mechanical Ventilation Design Summary form
  - Provide along with calculations - Schedule 1: Designer Information
- Energy Efficiency Design Summary form and applicable supporting documentation
- Complete sewage system permit application package, or a letter from a licensed installer or professional engineer verifying the existing septic system can accommodate the proposed work and is in good working order (if applicable)
  - A separate permit is required for alterations to the septic bed or tank to accommodate the proposed work, and for new or replacement systems. Refer to the Septic New or Replacement Permit Package.
- A copy of an approved [Public Works Permit](#) for any works being done within the Municipal road allowance or connecting to municipal water and/or sanitary sewer is required prior to the building permit being issued. For more information, contact [operations@brant.ca](mailto:operations@brant.ca).

### **Next steps:**

- Submit the complete permit application and supporting documents through the [County of Brant website](#)
- The application is reviewed for completeness, compliance with the zoning by-law, applicable laws, and lot grading approval. Comments are provided during review to identify any outstanding requirements and to summarize all applicable fees.
- When all fees are paid, the plans are reviewed for compliance with the Ontario Building Code. The permit is issued when review is complete, and fees are paid.
- Once construction begins, inspections must be scheduled. Building inspectors review major phases of construction until occupancy and/or final is complete.

### **Need help?**

If you have any questions, please feel free to contact us at any time, and we will assist you through the process! Call 519.44BRANT or email us at [building@brant.ca](mailto:building@brant.ca)

# Applicable Law Checklist & Contacts

This form confirms required approvals from other agencies for the purposes of building permit issuance.

Address of Project:	Date:
---------------------	-------

If the answer is **yes** to any question, the relevant approval documents must be submitted with your permit application. Where any required approval has **not** been obtained, the agencies must be contacted to obtain approval, and the declaration on the bottom of this form must state accordingly.

<b>Zoning By-Laws – Planning Division</b>	Yes	No
Is/was relief required to permit a minor zoning variance in your proposal?		
Is/was rezoning required to permit the proposed building or land use?		
<b>Planning Approval – Planning Division</b>		
Is this property regulated by Site Plan Control under Section 41 of the Planning Act?		
<b>Heritage – Policy Planning Division</b>		
Are you demolishing a building that is listed on the County’s heritage inventory?		
Is the building designated or in the process of being designated?		
Is the property located in a heritage district or study area?		
<b>Construction and Fill Permits – Grand River or Long Point Regional Conservation Authority</b>		
Is the property located within a regulated area (i.e. abutting a ravine, watercourse, wetland, or shoreline)?		
<b>Building and Land Use Permits – Ontario Ministry of Transportation</b>		
Is the property within 45m of a highway or 180m from any highway intersection?		
Is the property within 400m of Highway 403 or Highway 24?		
Is the property within 395m of a controlled highway intersection? (applies to sign permits)		
Is this a major traffic generating project located within 800m of a highway?		
<b>Environmental Approvals – Ontario Ministry of Environment</b>		
Is a Record of Site Condition required to be filed due to a change to more sensitive land use?		
Is the property a former waste disposal site?		
Is this project a major industrial, commercial, or government project?		
Is this a renewable energy project?		
Does this property have a Certificate of Property Use under the Environmental Protection Act?		
<b>Agriculture and Farms – Ontario Ministry of Agriculture, Food and Rural Affairs</b>		
Is this a farm building that will house animals or manure?		
Is this a milk processing plant?		
<b>Electrical Conductor Clearances – Electrical Safety Authority</b>		
Are any overhead power lines located above or within 5.5m of the proposed building?		
<b>Clean Water Act – Development Services</b>		
Is the property located within a Source Water Protection regulated area?		
<b>If yes:</b> does a Water Source Protection Plan restrict the land use you are proposing?		

**Declaration** - I have considered the list of applicable laws in the Ontario Building Code as described above, and do hereby declare that:

- None of these applicable law approvals apply to this project.
- Applicable laws checked 'Yes' apply to this project, and approval documents are submitted with this application.
- Applicable laws checked 'Yes' apply to this project, however all approval documents have not yet been obtained.

The information provided on this form is true to the best of my knowledge. I have authority to act on behalf of the owner, corporation, or partnership with respect to this application (if applicable).

Name:	Signature:	Date:
-------	------------	-------

## Applicable law contacts:

<p><b>Lot Grading Department</b>, 519.44BRANT or <a href="mailto:grading@brant.ca">grading@brant.ca</a></p> <p>Lot Grading Certification is important to keep your property and neighboring properties safe from water damage and drainage problems. Grading comments are required for every building permit application.</p>
<p><b>Planning - Development Services Department</b>, 519.44BRANT or <a href="mailto:planning@brant.ca">planning@brant.ca</a></p> <p>Planning applications can be made online through the <a href="#">County of Brant website</a>. Planning must review all applications for non-residential projects and signs.</p>
<p><b>Operations Department</b>, 519.44BRANT or <a href="mailto:operations@brant.ca">operations@brant.ca</a></p> <p>A Public Works Permit is required when work is being done in the road allowance, such as work done to an entrance/driveway or connection/reconnection to a water or sanitary sewer.</p>
<p><b>Heritage/Environmental Planning/Natural Heritage</b>, 519.44BRANT or <a href="mailto:policy@brant.ca">policy@brant.ca</a></p> <p>Review is required if the proposed building is near a watercourse, wetland, or similar natural heritage feature, or if the property is designated as having heritage interest. Refer to the County of Brant Zoning By-law and Interactive Zoning Map to determine if this is applicable to your property.</p>
<p><b>(GRCA) Grand River Conservation Authority</b>, 1.866.900.4722 or <a href="mailto:grca@grandriver.ca">grca@grandriver.ca</a>  <b>(LPRCA) Long Point Regional Conservation Authority</b>, 1.888.231.5408 or <a href="mailto:conservation@lprca.on.ca">conservation@lprca.on.ca</a></p> <p>Development within certain regulated conservation areas requires a permit from the conservation authority before any building permit can be issued. GRCA and LPRCA have online mapping tools to help identify if your property falls within their boundaries. If you are unsure, reach out to them directly for confirmation.</p>
<p><b>Forestry Department</b>, 519.44BRANT or <a href="mailto:forestry@brant.ca">forestry@brant.ca</a></p> <p>Forestry comments are required when building within a woodlot or woodland area, or when a tree adjacent to a natural area or within the County of Brant road allowance will be injured or destroyed.</p>
<p><b>Ontario Ministry of Transportation</b>, 1.800.268.4686 or visit their <a href="#">website</a>.</p> <p>Ministry authorization is required for construction of all buildings, signs and entrances within certain distances of a highway or intersection. The requirement for Ministry authorization extends to 800m from a highway where development will generate major traffic, such as a shopping centre.</p>
<p><b>Ministry of the Environment, Conservation and Parks</b>, 1.800.461.6290 or visit their <a href="#">website</a>.</p> <p>Ministry of Environment approvals are required where a property of industrial or commercial use is changed to more sensitive use, for major government, properties formerly used for disposal, or renewable energy projects.</p>
<p><b>Ontario Ministry of Agriculture, Food and Agribusiness and Ministry of Rural Affairs</b></p> <p>OMAFRA regulates development on properties not within a settlement boundary, and projects requiring an MDS (Minimum Distance Separation) review. For more information, visit their <a href="#">website</a>.</p>
<p><b>Electrical Safety Authority</b>, 1.877.372.7233 or visit their <a href="#">website</a>.</p> <p>The Ontario Building Code prohibits buildings being located beneath or within certain minimum distances of overhead electrical conductor wires, other than the power feed to the building.</p>
<p><b>Source Water Protection - Development Services Department</b>, 519.44BRANT or <a href="mailto:sourcewater@brant.ca">sourcewater@brant.ca</a></p> <p>Special land use restrictions may apply if a water source protection plan is in effect in the area where the building is located. Uses affected by these restrictions require the approval of the designated Risk Management Official.</p>

# Tiny House Design Assumption Form

Location Dependent Requirement Declaration Summary (Tiny Houses Constructed Off-Site)

This form is used to summarize the assumptions related to the location of the house that have been used in the design of the tiny house constructed off-site.

For use by Principal Authority:	
Permit Number:	Model/Identifier Number:

## A. Project Information (where “Off-Site Construction” is taking place)

Building Number, Street Name	Unit Number
Municipality	Postal Code

## B. Intended Installation Location (where the house is intended to be installed)

	The site the house is intended to be installed on is not known at this time [C,D,E,F,G]	
	The site the house is intended to be installed on is known to be: [D,E,F,G]	
Building Number, Street Name	Unit Number	Lot/Con
Municipality	Postal Code	Reg. Plan number/other description

## C. Climatic, Seismic & Temperature Based Design Assumptions

Allowable Soil Bearing Pressure (kPa)		Degree Days below 18°C	
S <sub>r</sub> 1-in-50-year rain load (kPa)		2.5% January Design Temperature (°C)	
S <sub>s</sub> 1-in-50-year ground snow load (kPa)		Hourly Wind Pressure (1/50) kPa	
Seismic Spectral response acceleration Sa(0.2)			

## D. Spatial Separation Design Assumptions

Exposing Building Face	Minimum Limiting Distance (m)	Total Area of Wall (m <sup>2</sup> )	Total Area of Unprotected Openings (m <sup>2</sup> )	% Unprotected Openings	Fire Resistance Rating of Exposing Building Face	Cladding Type

### E. Fire Fighting Assumptions

Yes	No	
		It is assumed that the site the house is intended to be installed on will be provided with adequate fire fighting facilities
		It is assumed that the site the house is intended to be installed on will be provided with access for fire department equipment by means of street, private roadway, or yard.

### F. Soil Gas Control Assumptions

Yes	No	
		It is assumed that the site the house is intended to be installed on requires the installation of a Soil Gas mitigation.

### G. Declaration of Applicant

I, \_\_\_\_\_ **declare that:**

(print name)

1. The assumptions for "location-dependant requirements" as noted in this declaration have been used in the design of the house.
2. There is no guarantee/assurance implied that any municipality would permit the installation of the partially constructed house where the "location-dependant requirements" for the site that the house is installed on do not correspond with the assumptions made in this declaration.
3. Any purchaser of the partially constructed house will be provided copies of all documentation noted in the Ontario Building Code.
4. The partially constructed house shall only be installed at a site in a municipality where a permit under the Building Code Act has been issued therefore by the Chief Building Official of that municipality.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# Application for a Permit to Construct or Demolish

This form is authorized under subsection 8(1.1) of the *Building Code Act, 1992*

<b>For use by Principal Authority</b>				
Application number:		Permit number (if different):		
Date received:		Roll number:		
Application submitted to: _____ (Name of municipality, upper-tier municipality, board of health or conservation authority)				
<b>A. Project information</b>				
Building number, street name			Unit number	Lot/con.
Municipality	Postal code	Plan number/other description		
Project value est. \$		Area of work (m <sup>2</sup> )		
<b>B. Purpose of application</b>				
New construction	Addition to an existing building	Alteration/repair	Demolition	Conditional Permit
Proposed use of building		Current use of building		
Description of proposed work				
<b>C. Applicant</b>				
		Applicant is:	Owner or	Authorized agent of owner
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	
<b>D. Owner (if different from applicant)</b>				
Last name	First name	Corporation or partnership		
Street address			Unit number	Lot/con.
Municipality	Postal code	Province	E-mail	
Telephone number	Fax		Cell number	

<b>E. Builder (if known)</b>				
Last name		First name	Corporation or partnership (if applicable)	
Street address			Unit number	Lot/con.
Municipality		Postal code	Province	E-mail
Telephone number		Fax		Cell number
<b>F. New home construction licensing requirement</b>				
i. Is the proposed construction for a new home as defined in the <i>New Home Construction Licensing Act, 2017</i> ? If no, go to section G.			Yes	No
ii. Is a licence required under the <i>New Home Construction Licensing Act, 2017</i> ?			Yes	No
iii. If yes to (ii) provide licence number(s): _____				
<b>G. Required Schedules</b>				
i) Attach Schedule 1 for each individual who reviews and takes responsibility for design activities.				
ii) Attach Schedule 2 where application is to construct on-site, install or repair a sewage system.				
<b>H. Completeness and compliance with applicable law</b>				
i) This application meets all the requirements of clauses 1.3.1.3 (5) (a) to (d) of Division C of the Building Code (the application is made in the correct form and by the owner or authorized agent, all applicable fields have been completed on the application and required schedules, and all required schedules are submitted). Payment has been made of all fees that are required, under the applicable by-law, resolution or regulation made under clause 7(1)(c) of the <i>Building Code Act, 1992</i> , to be paid when the application is made.			Yes	No
ii) This application is accompanied by the plans and specifications prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> .			Yes	No
iii) This application is accompanied by the information and documents prescribed by the applicable by-law, resolution or regulation made under clause 7(1)(b) of the <i>Building Code Act, 1992</i> which enable the chief building official to determine whether the proposed building, construction or demolition will contravene any applicable law.			Yes	No
iv) The proposed building, construction or demolition will not contravene any applicable law.			Yes	No
<b>I. Declaration of applicant</b>				
I _____ declare that: (print name)				
1. The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge.				
2. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.				
_____		_____		
Date		Signature of applicant		

Personal information contained in this form and schedules is collected under the authority of subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*. Questions about the collection of personal information may be addressed to: a) the Chief Building Official of the municipality or upper-tier municipality to which this application is being made, or, b) the inspector having the powers and duties of a chief building official in relation to sewage systems or plumbing for an upper-tier municipality, board of health or conservation authority to whom this application is made, or, c) Director, Building and Development Branch, Ministry of Municipal Affairs and Housing 777 Bay St., 12th Floor. Toronto, ON M7A 2J3 (416) 585-6666.



# Permit Applicant Authorization

This form must be completed for all building permit applications where the applicant is the Owner's Agent

A. Project Information			
Property Address		Unit number	Lot/con.
Municipality County of Brant	Postal Code		
B. Property Owner(s)			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
C. Party to be Authorized			
Last name	First name	Corporation or partnership	
Street address			Unit number
Municipality	Postal code	Province	E-mail
Telephone number		Cell number	
D. Declaration of Property Owner(s)			
<p>I _____, hereby  Name of Property Owner(s) (please print)</p> <p>authorize and appoint the party stated in Section C of this form as my agent for the purposes of the submitted permit application. I understand that all communications and correspondence regarding this application shall be directed to the applicant.</p> <p>_____ Date _____ Signature of Property Owner(s)</p>			

**Note:**

1. The Ontario Building Code states that "owner includes, in respect of the property on which the construction or demolition will take place, the registered owner, a lessee or mortgagee in possession".

Personal information contained in this form is collected under the authority of Subsection 8(1.1) of the *Building Code Act, 1992*, and will be used in the administration and enforcement of the *Building Code Act, 1992*.

## Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

<b>A. Project Information</b>			
Building number, street name	Unit no.	Lot/con.	
Municipality	Postal code	Plan number/ other description	
<b>B. Individual who reviews and takes responsibility for design activities</b>			
Name	Firm		
Street address	Unit no.	Lot/con.	
Municipality	Postal code	Province	E-mail
Telephone number	Fax number		Cell number
<b>C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]</b>			
House	HVAC – House	Building Structural	
Small Buildings	Building Services	Plumbing – House	
Large Buildings	Detection, Lighting and Power	Plumbing – All Buildings	
Complex Buildings	Fire Protection	On-site Sewage Systems	
Description of designer's work			
<b>D. Declaration of Designer</b>			
<p>I _____ declare that (choose one as appropriate):</p> <p style="text-align: center;">(print name)</p> <p>I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories.</p> <p>Individual BCIN: _____</p> <p>Firm BCIN: _____</p> <p>I review and take responsibility for the design and am qualified in the appropriate category as an “other designer” under subsection 3.2.5. of Division C, of the Building Code.</p> <p>Individual BCIN: _____</p> <p>Basis for exemption from registration: _____</p> <p>The design work is exempt from the registration and qualification requirements of the Building Code.</p> <p>Basis for exemption from registration and qualification: _____</p> <p>I certify that:</p> <ol style="list-style-type: none"> <li>1. The information contained in this schedule is true to the best of my knowledge.</li> <li>2. I have submitted this application with the knowledge and consent of the firm.</li> </ol> <p style="text-align: center;">             _____              Date <span style="margin-left: 200px;">Signature of Designer</span> </p>			

**NOTE:**

1. For the purposes of this form, “individual” means the “person” referred to in Clause 3.2.4.7(1) (c). of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
2. Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of practice, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Professional Engineers Ontario.