

# SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
SITE PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

- STRUCTURES:**
- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
  - ACCESSORY BUILDINGS (SHED/GARAGE)
  - DECK
  - POOL

**HARD LANDSCAPED SURFACES:**

- DRIVEWAY
- WALKWAYS/PATIOS

**ENTRANCES:**

- TO EXISTING HOUSE
- TO PROPOSED ACCESSORY APARTMENT
- SECONDARY/OTHER ENTRANCES

**SETBACKS:**

- HOUSE (INCLUDING PORCH & EXTERIOR STAIRS)
- ACCESSORY BUILDINGS (SHED/GARAGE)
- DECK
- POOL
- DRIVEWAY
- WALKWAYS/PATIOS

**DIMENSIONS:**

- PROPERTY LINES
- DRIVEWAY
- INTERIOR OF GARAGE

**PARKING:**

- 3 PARKING SPACES ARE REQUIRED (2 FOR EXISTING HOUSE + 1 FOR NEW ACCESSORY APARTMENT)

**NOTE:**

- MINIMUM SIZE OF PARKING SPACE ON A DRIVEWAY IS 2.75 M x 5.50 M
- MINIMUM INTERNAL SIZE OF A GARAGE USED AS A PARKING SPACE(S) IS 2.90 M x 6.00 M FOR A SINGLE GARAGE AND 5.50 M x 6.00 M FOR A DOUBLE GARAGE

**GENERAL/OTHER NOTES:**

- LEGEND OF LINE TYPES, SYMBOLS, AND HATCHING USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

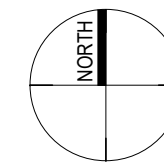
SHEET SIZE: 11" X 17"

DATE: JULY 2017

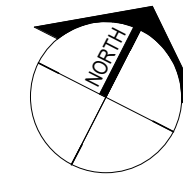
SCALE: AS INDICATED

SHEET NO.

A-1

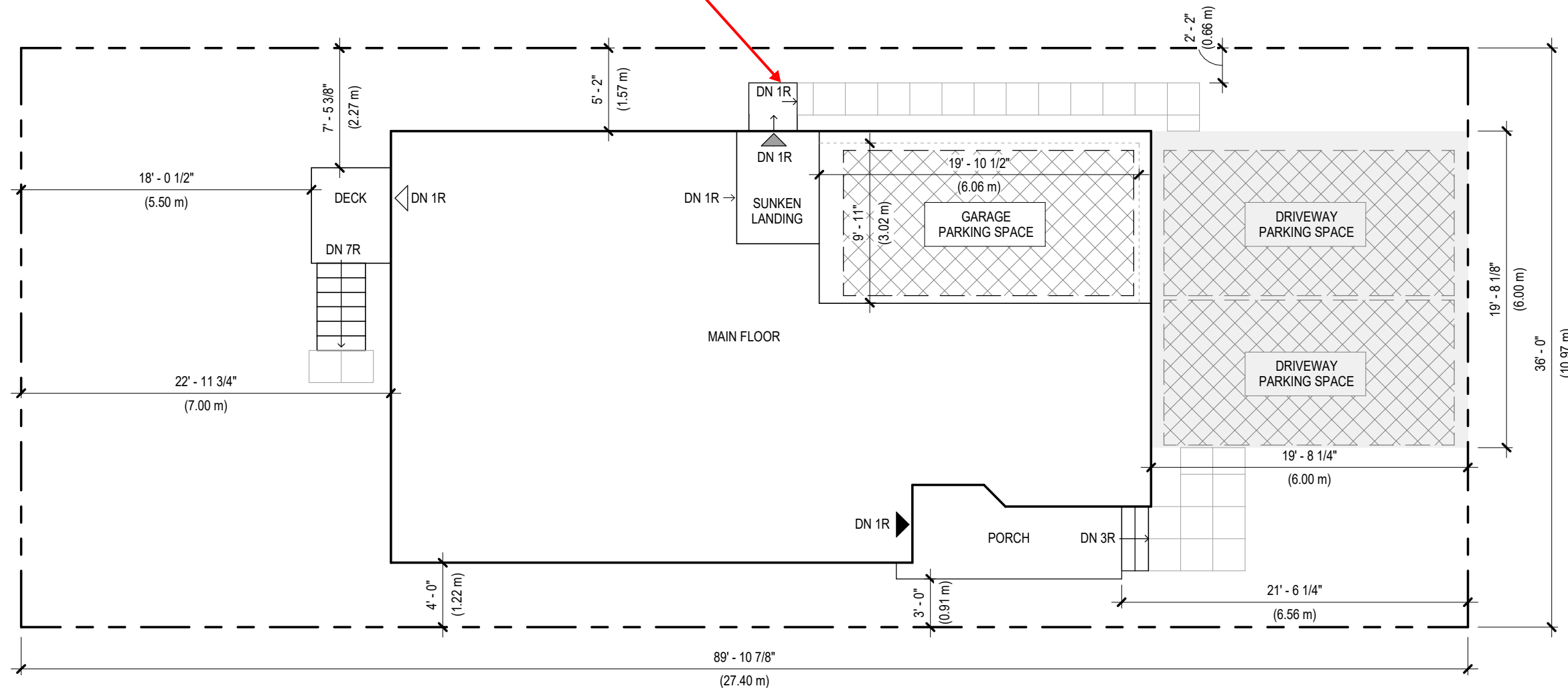


PROJECT



TRUE

STAIRS & LANDINGS ARE NOT PERMITTED WITHIN THE "REQUIRED" SIDE YARD. TO CONFIRM YOUR LOT REQUIREMENTS PLEASE CONTACT ZONING @ (905)8787252 EXT. 2329



1 SITE PLAN  
A-1 1/8" = 1'-0"

**NOTE**

THE ITEMS ON THIS DRAWING, INCLUDING DIMENSIONS, ARE BEING PROVIDED TO SHOW THE DRAWING REQUIREMENTS FOR THE SITE PLAN ONLY. THEY DO NOT NECESSARILY REFLECT THE ACTUAL TOWN OF MILTON ZONING BY-LAW REQUIREMENTS FOR YOUR SPECIFIC PROPERTY. FOR SPECIFIC ZONING BY-LAW REQUIREMENTS FOR YOUR PROJECT CONTACT THE TOWN OF MILTON ZONING DEPARTMENT DIRECTLY AT (905)878-7252 EXT. 2329

**LEGEND**

- PROPERTY LINE
- ASPHALT DRIVEWAY
- REQUIRED PARKING SPACE
- 24" x 24" CONCRETE PATIO STONE WALKWAY
- EXISTING HOUSE ENTRANCE DOOR
- ACCESSORY APARTMENT ENTRANCE DOOR
- SECONDARY/OTHER DOOR

**SAMPLE DRAWINGS**



BUILDING PERMIT APPLICATION GUIDE:  
**ACCESSORY APARTMENT**

DRAWING NAME:  
**EXISTING BASEMENT FLOOR PLAN**

NUMBER OF COPIES REQUIRED:  
**2**

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS
- DOOR SIZES (W x H)
- WINDOW SIZES (W x H) AND GLASS AREA
- DIMENSIONS AND AREAS

**STRUCTURAL:**

- LOAD BEARING WALLS
- BEAMS (WOOD OR STEEL)
- COLUMNS
- JOIST SIZE, SPACING, AND SPAN DIRECTION

**HVAC:**

- FURNACE, WATER HEATER, AND HRV
- SUPPLY AND RETURN TRUNKS
- SUPPLY AIR OUTLETS AND RETURN AIR INTAKES
- EXHAUST FANS

**PLUMBING:**

- BATHROOM ROUGH-IN
- PLUMBING STACKS
- PLUMBING FIXTURES
- EXTERIOR HOSE BIBS AND DRAIN/SHUTOFFS
- WATER METER AND MAIN WATER SHUTOFF
- SUMP PUMP

**ELECTRICAL:**

- ELECTRICAL PANEL
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**GENERAL/OTHER NOTES:**

- EXTERIOR INSULATION
- WALL/CEILING CONSTRUCTION
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

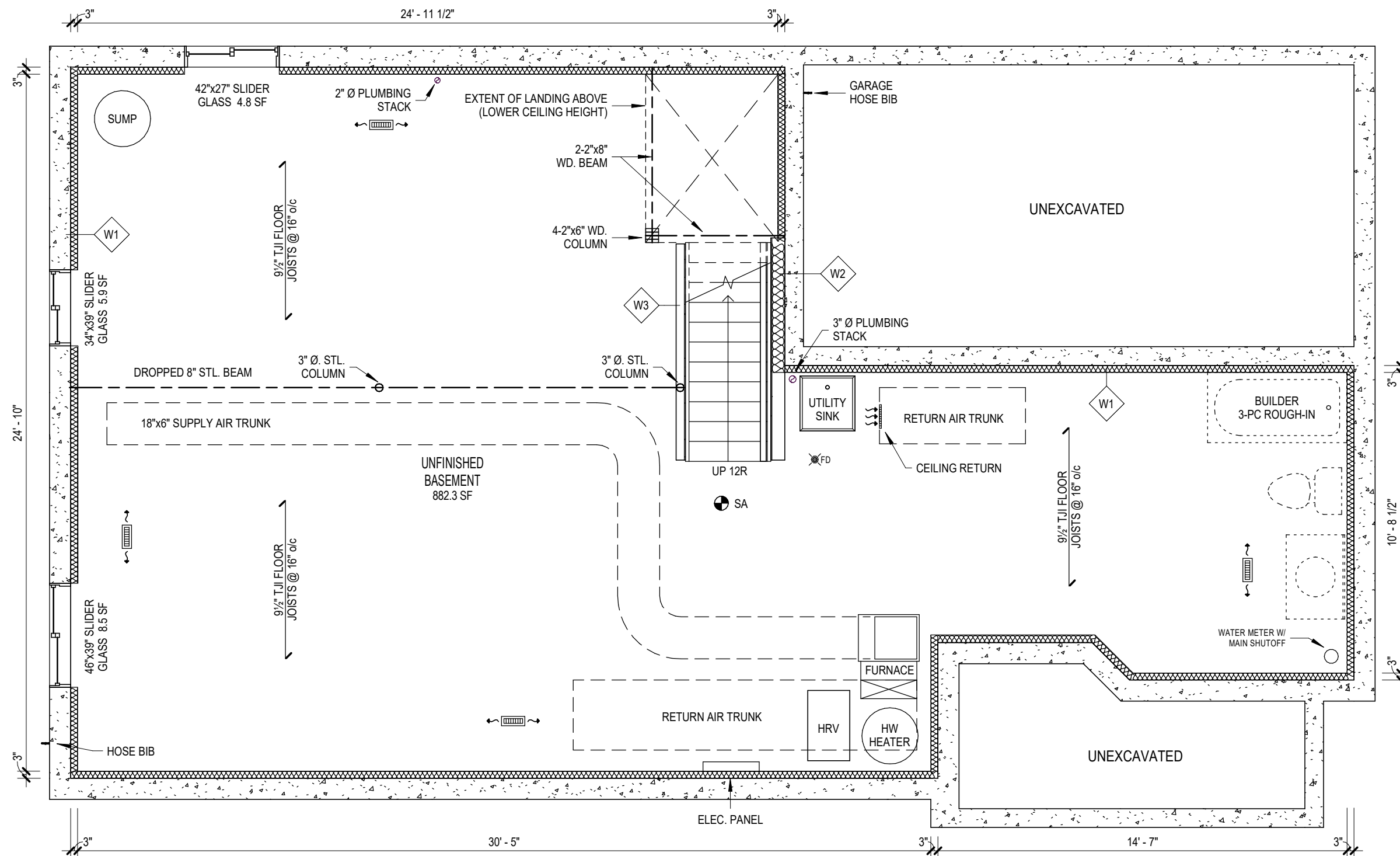
SHEET SIZE: 11" X 17"

DATE: JULY 2017

SCALE: AS INDICATED

SHEET NO.

**A-2**



**1** EXISTING BASEMENT FLOOR PLAN  
A-2 1/4" = 1'-0"

**WALL/CEILING SCHEDULE**

SEE SHEET NO. A-7

**LEGEND**

- EXISTING CONSTRUCTION (BLACK)
- - - DUCTWORK
- - - - LOW CEILING/BULKHEAD
- SA INTERCONNECTED SMOKE ALARM
- — — BEAM
- FD FLOOR DRAIN
- 4"x10" SUPPLY OUTLET (CEILING MOUNTED)
- RETURN AIR INTAKE

# SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
PROPOSED BASEMENT ACC.  
APARTMENT FLOOR PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

### ROOMS & SPACES:

- NAME/LABEL
- PARTITION WALLS AND FIRE SEPARATIONS
- DOOR SIZES (W x H)
- WINDOW SIZES (W x H) AND GLASS AREA
- DIMENSIONS AND AREAS
- FINISHED CEILING HEIGHT AND CEILING HEIGHT UNDER BEAMS, DUCTS, AND BULKHEADS

### STRUCTURAL:

- LOAD BEARING WALLS, BEAMS AND COLUMNS (WOOD OR STEEL), INDICATING REQUIRED FIRE RESISTANCE RATING

### HVAC:

- FURNACE, WATER HEATER, AND HRV
- SUPPLY AIR AND RETURN TRUNKS
- SUPPLY AIR OUTLETS AND RETURN AIR INTAKES (NOTE: RETURN AIR INTAKES MUST BE DROPPED TO WITHIN 6"-12" OF FINISHED FLOOR LEVEL)
- EXHAUST FANS

### PLUMBING:

- BATHROOM ROUGH-IN
- PLUMBING STACKS
- PLUMBING FIXTURES
- EXTERIOR HOSE BIBS AND DRAIN/SHUTOFFS
- WATER METER AND MAIN WATER SHUTOFF
- SUMP PUMP
- ACCESS PANELS FOR CLEANOUTS/SHUTOFFS

### ELECTRICAL:

- ELECTRICAL PANEL
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

### GENERAL/OTHER NOTES:

- EXTERIOR INSULATION
- WALL/CEILING CONSTRUCTION, INCLUDING SB-2, SB-3 OR ULC LISTING FOR FIRE RATED ASSEMBLIES
- EGRESS WINDOW LOCATION AND CLEAR OPENING DIMENSIONS AND AREA
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

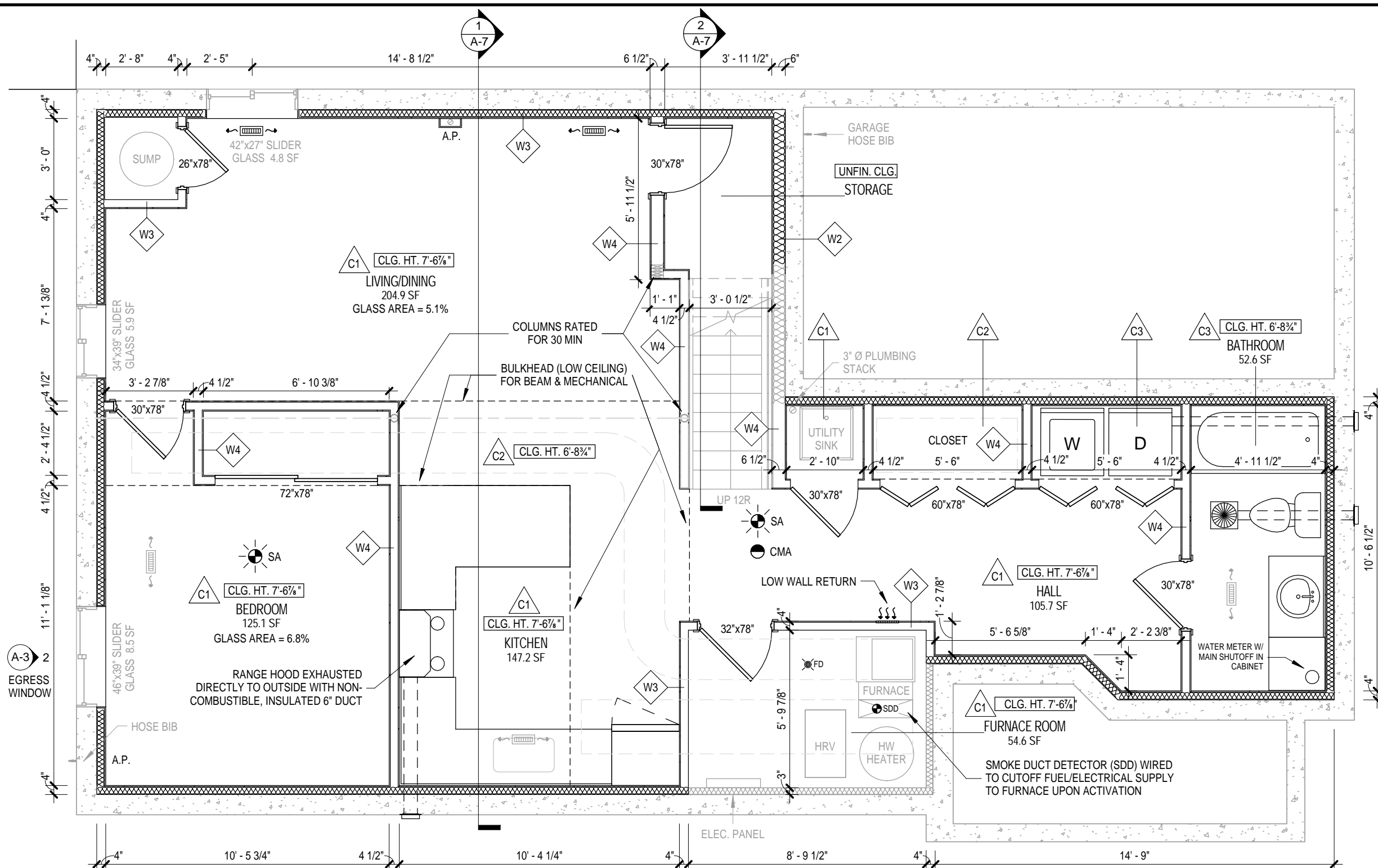
SHEET SIZE: 11" X 17"

DATE: JULY 2017

SCALE: AS INDICATED

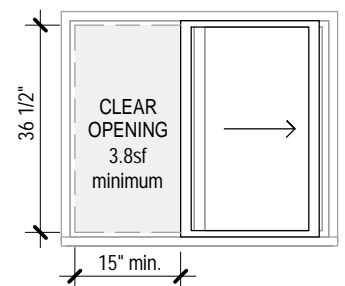
SHEET NO.

**A-3**



**1** PROPOSED BASEMENT ACCESSORY APARTMENT FLOOR PLAN  
A-3 1/4" = 1'-0"

**2** EGRESS WINDOW ELEVATION  
A-3 3/8" = 1'-0"



### CEILING/WALL SCHEDULE

SEE SHEET NO. A-7

### LEGEND

- |  |                       |  |
|--|-----------------------|--|
| EXISTING CONSTRUCTION (GRAY)                 | BEAM                  | 4"x10" SUPPLY OUTLET (CEILING MOUNTED)                             |
| NEW CONSTRUCTION (BLACK)                     | DUCTWORK              | RETURN AIR INTAKE  |
| ACCESS PANEL                                 | FLOOR DRAIN           | MIN 50 CFM EXHAUST FAN DUCTED DIRECTLY OUTSIDE (INSULATED 5" DUCT) |
| INTERCONNECTED SMOKE ALARM WITH STROBE LIGHT | CARBON MONOXIDE ALARM |  |

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING MAIN  
FLOOR PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS
- DOORS
- WINDOWS

**PLUMBING:**

- PLUMBING FIXTURES

**ELECTRICAL:**

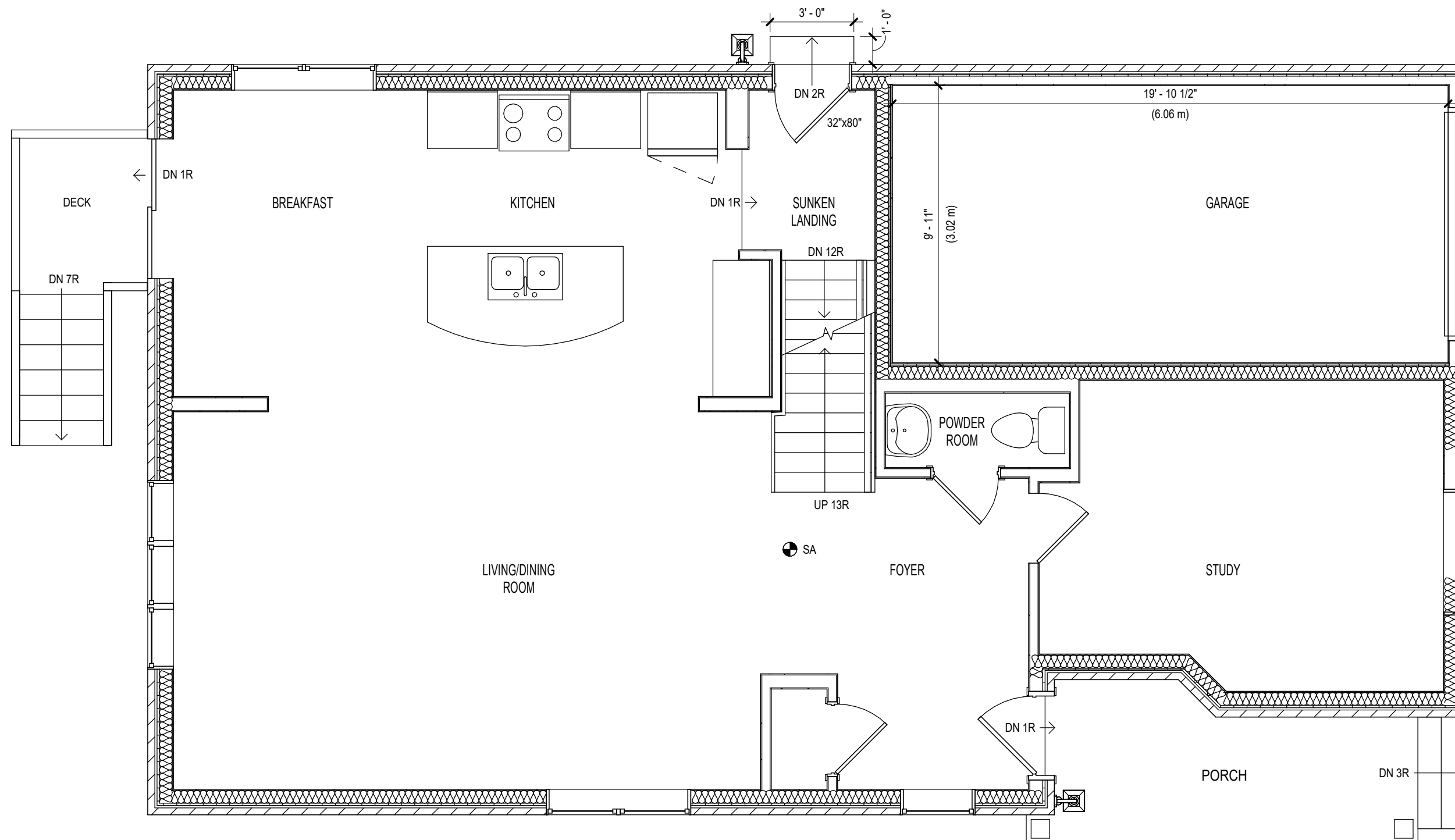
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**DIMENSIONS:**

- INSIDE OF GARAGE

**GENERAL/OTHER NOTES:**

- LEGEND OF SYMBOLS USED



1 EXISTING MAIN FLOOR PLAN  
A-4 1/4" = 1'-0"

**LEGEND**

- █ EXISTING CONSTRUCTION (BLACK)
- ⊕ SA INTERCONNECTED SMOKE ALARM

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JULY 2017

A-4

SCALE: AS INDICATED

**SAMPLE DRAWINGS**



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
**PROPOSED MAIN FLOOR PLAN**

NUMBER OF COPIES REQUIRED:  
**2**

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS AND FIRE SEPARATIONS
- DOORS (INCLUDE SIZE FOR ACCESSORY APARTMENT MAIN ENTRANCE DOOR)
- WINDOWS

**PLUMBING:**

- PLUMBING FIXTURES

**ELECTRICAL:**

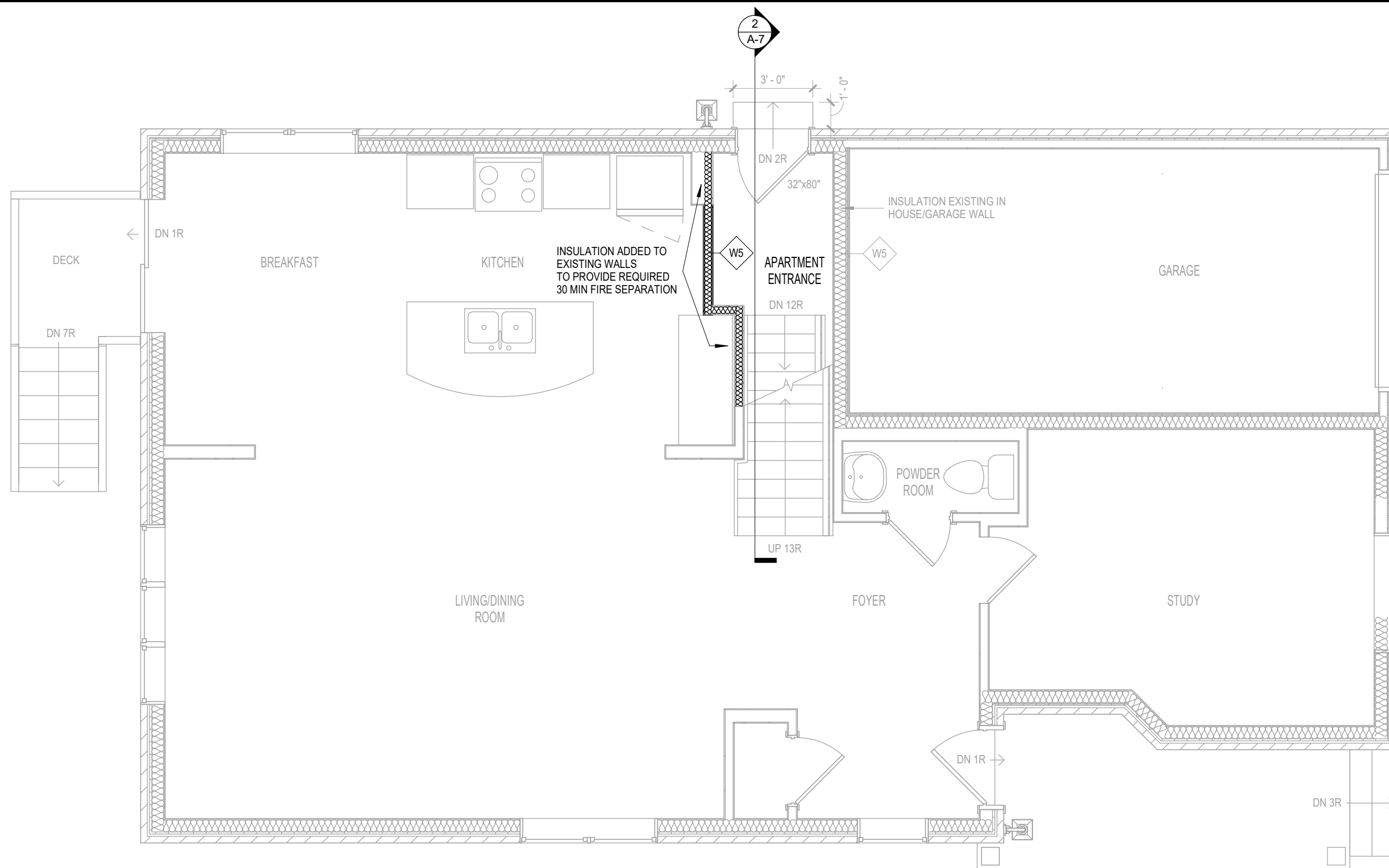
- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**DIMENSIONS:**

- EXTERIOR STAIR SERVING ACCESSORY APARTMENT ENTRANCE DOOR

**GENERAL/OTHER NOTES:**

- WALL/CEILING CONSTRUCTION, INCLUDING SB-2, SB-3 OR ULC LISTING FOR FIRE RATED ASSEMBLIES
- LEGEND OF SYMBOLS USED



**1** PROPOSED MAIN FLOOR PLAN  
A-5 1/4" = 1'-0"

**WALL/CEILING SCHEDULE**

SEE SHEET NO. A-7

**LEGEND**

- EXISTING CONSTRUCTION (GRAY)
- NEW CONSTRUCTION (BLACK)

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PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

DATE: JULY 2017

SCALE: AS INDICATED

SHEET NO.

**A-5**

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING SECOND  
FLOOR PLAN

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**ROOMS & SPACES:**

- NAME/LABEL
- PARTITION WALLS
- DOORS
- WINDOWS

**PLUMBING:**

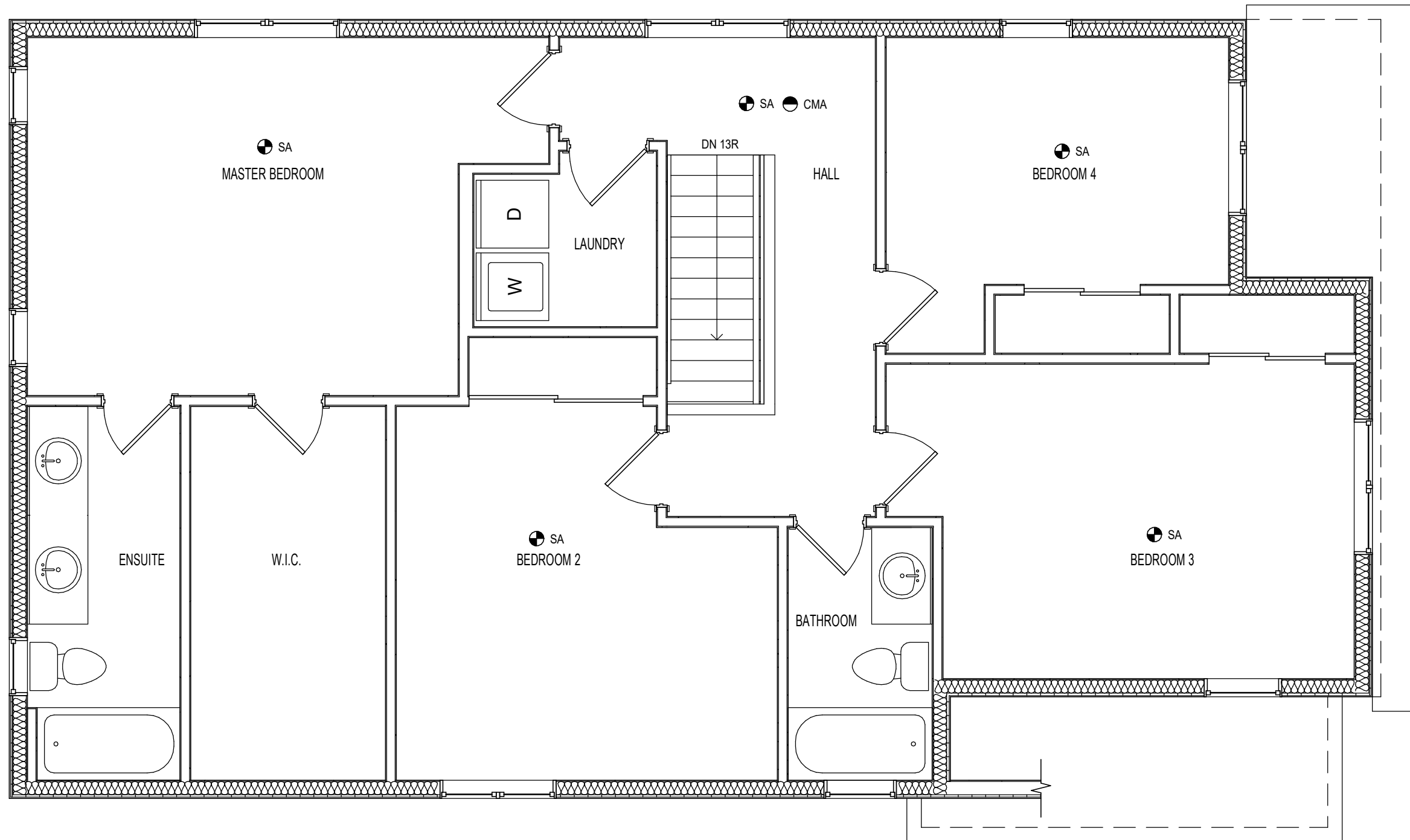
- PLUMBING FIXTURES

**ELECTRICAL:**

- SMOKE ALARMS
- CARBON MONOXIDE ALARMS

**GENERAL/OTHER NOTES:**

- LEGEND OF SYMBOLS USED



1 EXISTING SECOND FLOOR PLAN  
A-6 1/4" = 1'-0"

**LEGEND**

- EXISTING CONSTRUCTION (BLACK)
- SA INTERCONNECTED SMOKE ALARM
- CMA CARBON MONOXIDE ALARM
- - - LINE OF SUPPORTING STRUCTURE BELOW

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JULY 2017

SCALE: AS INDICATED

A-6

**SAMPLE DRAWINGS**



BUILDING PERMIT APPLICATION GUIDE:  
**ACCESSORY APARTMENT**

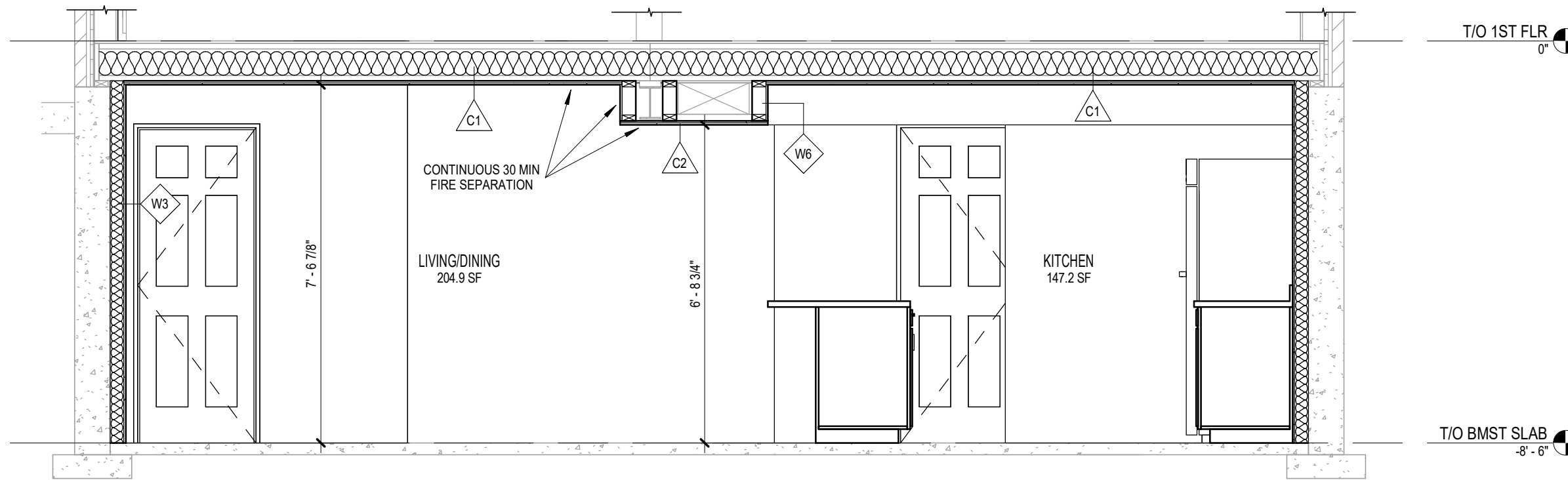
DRAWING NAME:  
**BASEMENT SECTIONS & WALL/CEILING SCHEDULE**

NUMBER OF COPIES REQUIRED:  
**2**

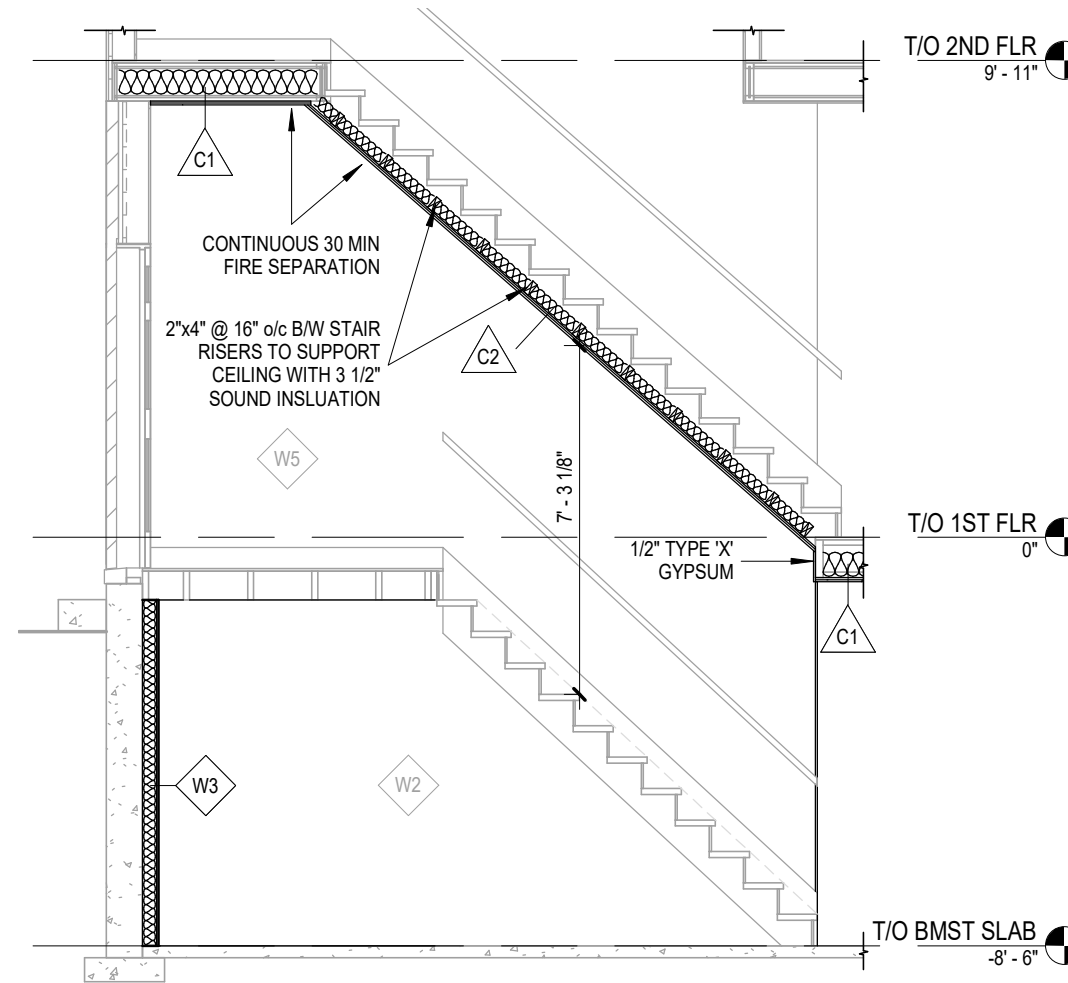
DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):  
**BUILDING SECTION:**  
- FINISHED CEILING HEIGHT AND CEILING HEIGHT UNDER BEAMS, DUCTS, AND BULKHEADS  
- CONTINUITY OF CEILING FIRE SEPARATION

**STAIR SECTION:**  
- FINISHED CEILING HEIGHT ABOVE STAIRS  
- CONTINUITY OF CEILING FIRE SEPARATION

**GENERAL/OTHER NOTES:**  
- WALL/CEILING CONSTRUCTION, INCLUDING SB-2, SB-3 OR ULC LISTING FOR FIRE RATED ASSEMBLIES  
- LEGEND OF SYMBOLS USED



**1 SECTION - BASEMENT CEILING**  
A-7 3/8" = 1'-0"



**2 SECTION - BASEMENT STAIR**  
A-7 1/4" = 1'-0"

**WALL/CEILING SCHEDULE**

- |   |  |   |
|---|--|---|
| <p><b>W1 EXT. INSULATED WALL</b></p> <ul style="list-style-type: none"> <li>- 9" CONC. FDN WALL</li> <li>- R12 FOUNDATION BLANKET BATT INSULATION C/W 6 MIL POLY VAPOUR BARRIER</li> </ul>  | <p><b>W2 EXT. STUD INSULATED WALL</b></p> <ul style="list-style-type: none"> <li>- EXISTING 9" FDN WALL</li> <li>- 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE</li> <li>- R12 BATT INSULATION</li> <li>- 6 MIL POLY VAPOUR BARRIER</li> <li>- 1/2" REGULAR GYPSUM</li> </ul>       | <p><b>W3 INT. 1 SIDED PARTITION WALL</b></p> <ul style="list-style-type: none"> <li>- 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE</li> <li>- SOUND INSULATION (OPTIONAL)</li> <li>- 1/2" REGULAR GYPSUM</li> </ul>                                      |
| <p><b>W4 INT. 2 SIDED PARTITION WALL</b></p> <ul style="list-style-type: none"> <li>- 1/2" REGULAR GYPSUM</li> <li>- 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE</li> <li>- SOUND INSULATION (OPTIONAL)</li> <li>- 1/2" REGULAR GYPSUM</li> </ul> | <p><b>W5 INT. PARTITION WALL 30 MIN FIRE SEPARATION (SB-3)</b></p> <ul style="list-style-type: none"> <li>- 1/2" REGULAR GYPSUM</li> <li>- 2"x4" OR 2"x6" @16" o/c WOOD STUDS WITH 6 MIL POLY UNDER BOTTOM PLATE</li> <li>- SOUND INSULATION (TO FILL STUD CAVITY)</li> <li>- 1/2" REGULAR GYPSUM</li> </ul> | <p><b>W6 BULKHEAD 1 SIDED WALL 30 MIN FIRE SEPARATION (SB-2)</b></p> <ul style="list-style-type: none"> <li>- 1/2" TYPE 'X' GYPSUM</li> <li>- 2"x4" @16" o/c WOOD STUDS</li> <li>- SOUND INSULATION</li> </ul>  |
| <p><b>C1 FULL HEIGHT CEILING 30 MIN FIRE SEPARATION (SB-3)</b></p> <ul style="list-style-type: none"> <li>- WOOD I-JOISTS</li> <li>- 6" SOUND INSULATION</li> <li>- RESILIENT CHANNEL @ 24" o/c</li> <li>- 1/2" TYPE 'X' GYPSUM</li> </ul>                                  | <p><b>C2 BULKHEAD/STAIR CEILING 30 MIN FIRE SEPARATION (SB-2)</b></p> <ul style="list-style-type: none"> <li>- 2 LAYERS 1/2" TYPE 'X' GYPSUM (NOTE: NO OPENINGS PERMITTED THIS MEMBRANE ONLY FIRE SEPARATION)</li> </ul>   | <p><b>C3 DROPPED CEILING BELOW FIRE SEPARATION</b></p> <ul style="list-style-type: none"> <li>- FIRE SEPARATION CEILING C1 AS DESCRIBED ABOVE</li> <li>- 6" SPACE FOR INSULATED EXHAUST DUCTS</li> <li>- 2"x4" @16" o/c CEILING FRAMING</li> <li>- 1/2" REGULAR GYPSUM</li> </ul> |

DESIGNER: JOE SMITH	
PROJECT 123 MAIN STREET ADDRESS: MILTON, ONTARIO	
SHEET SIZE: 11" X 17"	SHEET NO.
DATE: JULY 2017	<b>A-7</b>
SCALE: AS INDICATED	

SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING RIGHT SIDE ELEVATION

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**STRUCTURES:**

- HOUSE
- ATTACHED STRUCTURE (DECK)

**OPENINGS:**

- ACCESSORY APARTMENT ENTRANCE DOOR
- SECONDARY/OTHER DOORS
- WINDOWS, INCLUDING EGRESS (LABELED)

**STAIRS:**

- EXTERIOR STEPS

**LIGHTING:**

- EXTERIOR LIGHTS

**DIMENSIONS:**

- STAIR RISER HEIGHT AND STAIR WIDTH
- EGRESS WINDOW SILL HEIGHT TO GRADE

**GENERAL/OTHER NOTES:**

- ACCURATE LEVEL OF GRADE
- LEGEND OF SYMBOLS USED



1 RIGHT ELEVATION  
A-8 3/16" = 1'-0"

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JULY 2017

A-8

SCALE: AS INDICATED



SAMPLE DRAWINGS



BUILDING PERMIT APPLICATION GUIDE:  
ACCESSORY APARTMENT

DRAWING NAME:  
EXISTING REAR ELEVATION

NUMBER OF COPIES REQUIRED:  
2

DRAWING **MUST** INCLUDE/SHOW (IF APPLICABLE):

**STRUCTURES:**

- HOUSE
- ATTACHED STRUCTURE (DECK)

**OPENINGS:**

- ACCESSORY APARTMENT ENTRANCE DOOR
- SECONDARY/OTHER DOORS
- WINDOWS, INCLUDING EGRESS (LABELED)

**STAIRS:**

- EXTERIOR STEPS

**LIGHTING:**

- EXTERIOR LIGHTS

**DIMENSIONS:**

- STAIR RISER HEIGHT AND STAIR WIDTH
- EGRESS WINDOW SILL HEIGHT TO GRADE

**GENERAL/OTHER NOTES:**

- ACCURATE LEVEL OF GRADE
- LEGEND OF SYMBOLS USED

DESIGNER: JOE SMITH

PROJECT 123 MAIN STREET  
ADDRESS: MILTON, ONTARIO

SHEET SIZE: 11" X 17"

SHEET NO.

DATE: JULY 2017

A-9

SCALE: AS INDICATED



1 REAR ELEVATION  
A-9 1/4" = 1'-0"