

**ADVISORY  
TEMPORARY SALES AND CONSTRUCTION OFFICES**

BUILDING CODE SERVICES

**TEMPORARY SALES AND CONSTRUCTION OFFICES**

This Advisory applies to the design, construction and use of temporary sales and site construction offices.

**SALES OFFICES**

Temporary sales offices include use for home sales and ancillary uses such as warranty and maintenance where the public is afforded access. A temporary office may include the following examples;

- Model homes or portions thereof temporarily used as a sales office,
- Model homes or portions thereof altered for temporary use as a sales office,
- Buildings site built for use as a temporary sales office,
- Existing buildings repurposed for use as a temporary sales office,
- Relocated buildings installed for use as a temporary sales office (with or without alterations or additions),
- New or relocated trailers installed for use as a temporary sales office.

Model homes incorporating a temporary sales office may utilize a temporary link constructed between two units, suites and/or adjacent properties provided the following conditions are met;

- The temporary link need not comply with required interior side yard setbacks provided there is no concurrent residential occupancy in either suite or adjoining units,
- The temporary link is constructed in accordance with the requirements for a D occupancy (see details below for exceptions – end use as a C occupancy),
- Grading reinstated in accordance with approved grading plan and completion of each unit for the purpose of residential occupancy,
- Upon cessation of the temporary sales office use, a site inspection is required by a Building Official to confirm removal of the temporary link and completion of each unit for the purpose of residential occupancy.

**CONSTRUCTION OFFICES**

Use of a temporary construction office use is limited to construction related activities and restricted to access by personnel directly involved in construction (workers).

## **BUILDING PERMITS**

A building permit is required for temporary use as a sales or construction office. Some exceptions apply, subject to conditions noted below.

All temporary sales and construction offices must comply with occupational health and safety provisions, all applicable zoning, site plan control and right of way requirements for construction sites.

## **TEMPORARY SALES OFFICES**

A building permit is required for the installation or construction of a temporary sales office which may include buildings or trailers serving no other purpose than a D occupancy or buildings constructed for end use as a C occupancy.

In addition to issuance of a building permit for each model home, construction creating a sales office or link will require a separate temporary permit that is closed upon demolition or reinstatement to reflect the original building permit.

## **TEMPORARY PERMITS AND APPLICATION OF DEVELOPMENT CHARGES**

A building permit may be issued for a temporary sales office for up to two (2) years and be exempt from development charges.

Where installation of the temporary sales office will exceed two (2) years, a new building permit is required upon expiry of the initial construction permit. Development charges may be assessed under the Development Charge By-Law for any temporary sales office in place after the initial two (2) year period.

## **CONSTRUCTION OFFICES**

Except as noted below, a mobile trailer or relocated building are exempt from the requirement to obtain a building permit when limited to construction related activities and only accessed by personnel involved in construction.

Reconfiguration of a relocated or mobile construction office impacting structure, egress, limiting distance, fire or emergency access will require a building permit.

New, purpose built, site construction offices require a building permit and are required to be constructed in accordance with Ontario Building Code Requirements for group D occupancies.

Shipping containers repurposed for use as a site construction office require a building permit and are subject to the requirements noted for purpose-built site construction offices.

## **ZONING**

Temporary buildings containing the following uses are permitted in any zone (except Environmental Protection) under the Zoning Bylaw:

- The sale of residential lots or residential units
- Essential to a special event
- Essential to construction

Temporary buildings for uses other than those listed above may be subject to Zoning Bylaw Amendment and/or Site Plan Control. In all cases, a review is required for full compliance with Zoning, Site Plan Control and Development Charge Bylaws

The Zoning Bylaw shall be consulted to confirm permitted use, conformance with applicable zone provisions and Site Plan Control requirements

## **GENERAL REQUIREMENTS**

- Use as a temporary sales or construction office is contingent on no concurrent use as an occupied dwelling or an adjacent occupied unit.
- The review and inspection of a temporary sales or construction office shall be undertaken in accordance with the Ontario Building Code requirements applicable to D occupancies, subject to the exceptions as noted below.
- A temporary sales office intended for end use as a house may be designed and constructed as a C occupancy. Refer to Specific Requirements - End Use as A House.
- Plumbing drainage shall be connected to city services or to an on-site sewage system with Ottawa Septic System Office approval.
- Potable water shall be provided where no municipal services are connected.

## **SPECIFIC REQUIREMENTS – END USE AS A HOUSE**

The following requirements need only be provided to the portion of a building used as a temporary sales office.

- Accessibility requirements provided to the sales office include parking, exterior walkways, tactile markers, door width(s), clearances, power door operator(s) and washroom facilities.
- Plumbing containing standing water shall be protected from freezing.
- Emergency lighting to be provided within the floor area designated as a sales office and the barrier free path of travel.

## **WASHROOMS FOR ALL TEMPORARY SALES OFFICES**

Acceptable Washroom configurations shall consist of the following:

- 1 - Site built washrooms conforming to all applicable building code requirements or,
- 2 - Self-contained portable washrooms units (manufactured) may be used in lieu of washrooms provided inside a building, however they must meet the following conditions:

- Conform to the building code requirements for barrier free path of travel, water closet stalls, lavatories and all associated amenities including grab bars, coat hooks, hardware, fixtures, etc.
- Insulated, heated and lighted (including emergency lighting).
- Hand washing provisions
- Where water is stored in tanks on site a sign must be posted inside the washroom indicating water is non-potable and not suitable for consumption
- Units approved for use by the Ottawa Septic System Office (Class 5 system if containing a holding tank)
- BMEC listed self-contained washrooms
- Existing washroom facilities - washrooms contained within trailers and relocated or existing buildings need only meet requirements for barrier free path of travel, doorways, doors and power door operators
- Self-contained washroom units (manufactured) approved for use in the City of Ottawa