

**Guidelines for New Secondary Suites**

These guidelines apply in the following situations:

- when developing a new secondary suite in an existing one-unit dwelling, and
- when developing a new secondary suite in a new one-unit dwelling.

These guidelines reflect and summarize some of the key requirements of the National Building Code of Canada, 2010.

Item No.	Article NBCC 2010	Summary
1.	6.2.3.9.	Air cannot be vented from one dwelling unit to another. If a forced air heating system is being used, then each dwelling unit requires its own furnace. Alternately, a furnace could be used for the heating system of one suite, and a non-forced air heating system can be used to heat the second suite (i.e. electric, boiler). Also, a single central ventilation system cannot be used to provide ventilation to both dwelling units. If a suite has no forced-air heating system, than fresh air is required, and shall be distributed directly to bedrooms and the main living area.
2.	9.5.3.	Ceiling heights shall be a minimum of 1.95 m (6'-4-3/4"); ceiling heights under beams and ductwork shall be a minimum of 1.85 m (6'-0 3/4").
3.	9.9.10.1.	At least one window in each bedroom shall provide an unobstructed opening with a total area of not less than 0.35 m <sup>2</sup> (3.77 f <sup>2</sup> ) and with not dimension less than 380 mm (15 inches).
4.	9.10.9.14.	Each dwelling unit must be separated from the other (vertically and horizontally) by a smoke tight barrier of not less than 12.7 mm drywall and construction that provides a minimum sound transmission classification rating of 43. This includes the ceiling of common spaces (i.e. furnace room).
5.	9.11.2.1.	The required STC of 43 can be achieved with the following construction: <ol style="list-style-type: none"> <li>The floor joist spaces must be filled with sound-absorbing material of not less than 150 mm thickness.</li> <li>The stud spaces must be filled with sound-absorbing material.</li> <li>Resilient channels (sound bar) must be installed at maximum 600 mm o.c. at the underside of the floor joists, and on at least one side of all separation walls.</li> </ol>
6.	9.9.4.2.	Each dwelling unit must have one of the following exit facilities: <ol style="list-style-type: none"> <li>one separate exit, or</li> <li>one common exit at grade level.</li> </ol> Any common exits must be separated from the dwelling units by a smoke tight barrier of not less than 12.7mm drywall.
7.	9.10.9.3..	Doors from shared exits or common areas into dwelling units shall be minimum 45 mm thick solid core wood doors and be equipped with a latch and a self-closing device.
8.	9.10.19.	Electrically operated and interconnected smoke alarms are required on all floor levels of each suite, and shall be installed in every bedroom, as well as in the hallway or living space serving the bedrooms for each suite. Common areas shall also be protected by smoke alarms (i.e. furnace room). <b>ALL SMOKE ALARMS WITHIN THE ENTIRE BUILDING ARE TO BE INTERCONNECTED.</b>  In the case of a new secondary suite in an existing dwelling, retro-fitting the existing dwelling unit bedrooms with interconnected smoke alarms is required.
9.	9.32.3.9.	Carbon monoxide alarms shall be installed at or near the ceiling (as per manufacturer's instructions) in each bedroom, or within 5 m (16'-5") of each bedroom door. Properly located combination smoke / CO alarms will likely achieve this requirement.
10.	9.32.	Section 9.32. "Ventilation" applies to each dwelling unit separately. The secondary suite bathroom requires an exhaust fan (can be HRV exhaust intake). Fresh air is required to be distributed directly to the bedrooms and main living area. If the suite heating system is not a forced-air system, than fresh air shall be provided directly by an alternative system (i.e. HRV for the suite).

#### *4.12.8 Secondary Suites*

- (1) No more than one secondary suite shall be located in any single detached dwelling.
- (2) No more than two bedrooms are allowed for any secondary suite.
- (3) No more than three persons are allowed to occupy any secondary suite.
- (4) One off-street parking space is required for any secondary suite in addition to the required parking for the principal residential building on the site. The required parking space for any secondary suite shall not be located in a required front yard, unless the subject site has no access to a rear lane, and shall be paved and screened.
- (5) Any secondary suite shall comply with the requirements of the National Building Code, subject to the approval of the Municipal Building Official.
- (6) The floor area occupied by a secondary suite shall be considered as part of the principal dwelling. Any secondary suite shall not be separated from the principal building through condominium or bare land condominium conversion or subdivision of land.
- (7) In order to accommodate a secondary suite, a single detached dwelling must have a gross floor area, including the area of any basement, of at least 100 m<sup>2</sup>.
- (8) The maximum floor area of a secondary suite shall be no more than 50% of the gross floor area, including the area of the basement, of the building in which it is located, or 80 m<sup>2</sup>, whichever is the lesser.
- (9) The exterior finishing of a secondary suite shall be consistent with the exterior of the remainder of the principal dwelling to give the entire building the appearance of a single dwelling.
- (10) Where a secondary suite has an entrance which is separate from that of the principal dwelling, the entrance may only be located on a side or rear wall of the principal dwelling.