



City of Dauphin
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City of Dauphin



SECONDARY SUITES

PLANNING & ZONING GUIDE & BUILDING GUIDE



General guidelines for homeowners for establishing secondary suites.

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Heating and Ventilation:

A secondary suite will require a dedicated heating system with controls, separate from the system serving the primary dwelling unit in the house. Air duct distribution systems cannot be interconnected between the dwelling units.

Where a separate forced air heating system is provided in a secondary suite, an HRV must be installed to provide for the exhaust of stale air from, and supply of fresh air into the suite. When no forced air heating system exists in a dwelling unit, incoming fresh air shall be supplied through a system of supply ducts into each bedroom, each story in the dwelling unit without a bedroom, and, to the principal living area. In these cases, it is suggested but not required that an HRV be installed in the suite.

Who enforces all of these requirements?

The City of Dauphin Building Inspector is assigned the responsibility of monitoring construction for compliance with the various Building Codes and Bylaws. This monitoring is carried out by means of the permit approval process and periodic site inspections.

The ultimate responsibility for compliance rests with the owner and/or contractor.

Is there any way that compliance with a certain aspect of the Building Code can be waived?

The Building Inspector does not have the authority to waive the requirements. Acceptance of equivalencies are subject to submission by a Professional Engineer or Architect.

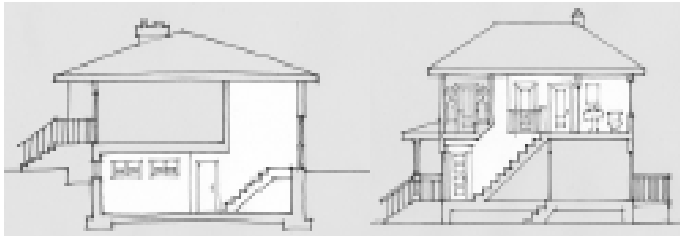
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The purpose of this brochure is to help explain secondary suite regulations and the process for those considering establishing one within the City of Dauphin.

Every effort has been made to ensure the accuracy of information contained in this publication. However, in the event of a discrepancy between this booklet and the governing City of Dauphin Bylaw, the Bylaw will take precedence.

Secondary Suite—Definition

Secondary Suite, attached means an accessory dwelling unit added to or created within a single family residence that provides basic requirements for living, sleeping, cooking, and sanitation. Also referred to as a basement suite or granny suite.



Basement suite

Second floor suite

Secondary Suite, detached means a dwelling unit that is accessory to, but not attached to a single family residence and provides basic requirements for living, sleeping, cooking and sanitation.



Garden suite



Garage suite (above)



Garage suite (adjacent)

Height:

The Manitoba Building Code requires a min. 1950mm (6'-5") floor-to-ceiling height for a secondary suite. Clear heights under beams can be reduced to 1850mm (6'-1"), however door openings cannot be reduced to less than 1890mm (6' - 2 1/2 ") where a lower ceiling height does not allow for a full height door.

Fire Protection:

A means of protection against the spread of smoke and fire from one dwelling unit to another is essential. Also any common space, other ancillary spaces or rooms containing heating equipment must be protected from the remainder of the building. This is achieved by providing a layer of 12.7mm (1/2") drywall on the underside of floor framing (ceiling) and on both sides of wall studs that separate the dwelling unit from the suite or common spaces.

Smoke and Carbon Monoxide Alarms:

New smoke alarms are to be installed in each dwelling unit and in ancillary/common spaces not within the dwelling units. They should be interconnected so that the activation of any one smoke alarm causes all smoke alarms in both dwelling units to sound. Carbon monoxide alarms are to be installed within 5m (16'-5") of each bedroom door or inside each bedroom when a residential occupancy has an attached garage or contains a fuel-burning appliance. A carbon monoxide alarm shall also be installed within a service room that is not within the dwelling unit (ancillary/ common room). The carbon monoxide alarm shall be interconnected so that the activation of any one alarm causes all alarms in both dwelling units to sound.



3. Section drawings showing how the construction of the floors and walls (new and existing) meet sound and fire protection requirements:
 - a) walls and floors must have a minimum of 150mm (6") thick insulation and resilient channels in addition to 12.7mm (1/2") drywall (both sides for walls), or construction which will provide a minimum 43 STC rating.

Life-Safety Design Requirements for Secondary Suites:

Exit:

A dwelling unit with a secondary suite must have at least one exit which leads directly outside. Subsection 9.9.9. of the Manitoba Building Code (MBC) deals with the egress from dwelling units. Required entrance doors shall have a minimum width of 810mm (2'.8"). A stairway used in an exit shall have a minimum width of 860mm (2'.10").

Window Egress:

Where the suite is not sprinklered, and in addition to the general exit requirements above, each bedroom shall have at least one window designed as a means of egress, should the required it become obstructed. An egress window must have an unobstructed opening of 0.35 m² (3.8 ft²) in area and the minimum height or width of the opening shall be not less than 380mm (15"). Egress windows are to have either a casement or sliding operation. Where a window well serves an egress window, it must project out from the wall at least 760mm (30").



GENERAL CONDITIONS:

Secondary Suite (within principle dwelling)

1. Not more than one secondary suite shall be permitted within a principal dwelling;
2. Not more than one secondary suite shall be permitted on a single zoning site;
3. The property containing a secondary suite shall be Zoned for Residential use and contain a permanent habitable single-family (detached) dwelling;
4. The principal dwelling must be an existing permanent structure;
5. The principal dwelling is to be occupied by the owner of the property.

Detached Secondary Suite (Coach House & Garden Suites)

1. Not more than one secondary suite shall be permitted on an established zoning suite;
2. The zoning site containing the secondary suite shall be zoned for residential use and contain a permanent habitable single-family (detached) dwelling;
3. The principal dwelling is to be occupied by the owner of the property.

Secondary Suite Regulations		
	Attached Second-ary Suite	Detached Second-ary Suite
Minimum Lot Size	Min. lot size of zoned area	
Parking Requirements	Min. of one off-street parking	Min. of one off-street parking
Maximum Suite Size	80.0 m ² or 80% of total habitable floor space, whichever is the lesser.	No greater than 80.0 m ² and shall not exceed the max. lot coverage
Maximum Height	Max. height of principal building	Suite at grade = 5.0 m above grade = 8.0 m
Minimum Setbacks		See Zoning Bylaw Subsec 4.5.1.2
Exit Doors	Minimum of one	Minimum of one
Separating Distance		Minimum 3.0 m
<i>See Zoning Bylaw for complete regulations Subsection 4.5.1 Secondary Suites</i>		

Site Servicing Considerations

Satisfying site servicing requirements such as sewer and water hook ups can be burdensome, especially for a detached suite. Prior to applying for the approvals for a detached secondary suite it is advised that you consult with the City Operations Department to ensure compliance with applicable bylaws.

Manitoba Building Code

Satisfying the requirements of the building code can be costly, especially when constructing a detached secondary suite to an existing dwelling. It is advised that you consult an Engineer/Architect early in your planning process. Key building code considerations may include, but are not limited to the following:

- Egress from Suites
- Window Egress
- Height of Suite
- Fire Protection
- Heating and Ventilation
- Plumbing
- Electrical
- Professional consultation will help identify site servicing considerations and costs.

All secondary suites must meet the Manitoba Building Code.

How do I get started?

Before developing a legal secondary suite, you first need to find out if:

1. Secondary suites are allowed on your property,
2. You can meet the necessary building code standards for a new or renovated suite.

Secondary suites are allowed in residential single-family zones, and only on lots containing a single-family detached dwelling, but not semi-detached, townhouse or other type of building.

What is your zone?

Call the City of Dauphin Building Inspector at 204-622-3200 and make an appointment to see him.

What information do I need to bring in?

You will need to submit a site plan, floor plans and other construction drawings to the City of Dauphin Building Inspector for approval. It is advisable to hire design professionals to help you plan your suite. Trained professionals will be able to help you design a secondary suite that fits your space and is compatible with your neighbourhood and satisfies all applicable zoning and building code requirements.

A building permit application will be required to develop a secondary suite.

The documentation required when applying for a Building Permit for a Secondary Suite:

1. A site plan or Surveyor's Certificate of the property including:
 - a) the distances from the house foundation to all property lines;
 - b) the locations of any easements and utility right-of-ways (in case of new construction/addition);
 - c) north arrow
 - d) legal description and municipal address
 - e) the location of all decks, exterior stairs, retaining walls and building projections.
2. Detailed and dimensioned floor plans (of all levels) including:
 - a) the designated use of all rooms (incl. secondary suite)
 - b) the location and size of all windows and doors
 - c) the location of the exit stair and rise/run (if required)
 - d) the location of all mechanical, electrical equipment (incl. laundry facilities)