

## INSTRUCTIONS: SECONDARY SUITE BUILDING APPLICATION

**All drawings must be submitted in ink. Pencil drawings will not be accepted.**

### Submission Requirements:

A completed Secondary Suite Building package which includes:

- 1. A Residential Building Permit Application and a Development Permit Application**
- 2. A PLAN DRAWING** of the proposed work with the following information:
  - a. Room Dimension
  - b. Cold Air Return
  - c. C/O<sub>2</sub> and smoke detectors (to be interconnected to upper floor)
  - d. Window size in Bedroom(s)
  - e. Exhaust outlet for range & bathroom(s)
  - f. Hallway finish width minimum of 34"
  - g. Door size for service room minimum 32"
  - h. Secondary heat source – Including Heat Loss Calculations and Furnace Size
  - i. Designated entrance
  - j. Mechanical room(walls and ceiling) to be covered with ½" Drywall (complete with tape)

**Please Note:** You are only applying for a Secondary Suite Building Permit. You **will** also need an Occupancy Certificate and the following permits:

- a. Electrical Permit
- b. Plumbing Permit
- c. Gas Permit

### Inspection Requirements:

By law, we must inspect the construction work at various stages:

1. Building
  - a. Foundation: Prior to backfill.
  - b. Framing: After all sub-trade "rough-in" work is completed, but BEFORE insulating.
  - c. Pre Drywall: After insulation and poly are complete.
  - d. Final Inspection: After all work is complete.
2. HVAC (included in Building Permit)
  - a. Rough In: After all heat runs have been installed
  - b. Final Inspection: After all work is complete.

**EXAMPLE OF SECONDARY SUITE FLOOR PLAN**

