

## Building Permit Requirements

The following is a general list of the information that should be provided when applying for a building permit.

- Site plan showing parking spaces in compliance with the Zoning By-law (minimum width 2.7m, length 6.1m).
- Construction plans showing compliance with the MBC and the Building & Zoning By-laws
- Property address
- Dollar value, or a reasonable estimate of the cost of construction
- Contractor along with contact information
- Letter of authorization from the owner if applicant is not the owner of the property.
- Signed owner occupancy affidavit.
- Status of title issued by Brandon Land Titles Office no later than 30 days before the date of application.



## Contact Us

**Brandon & Area Planning  
District**

**638 Princess Ave**

**Brandon MB R7A 0P3**

**Phone: 204-729-2110**

**Fax: 204-728-2406**

**Email: [bapd@brandon.ca](mailto:bapd@brandon.ca)**

**[www.brandonareaplanning.mb.ca](http://www.brandonareaplanning.mb.ca)**

### Office Hours

Monday to Friday  
8:30 am to 4:30 pm

Please call between 8:30 am and  
9:30 am to book inspections.



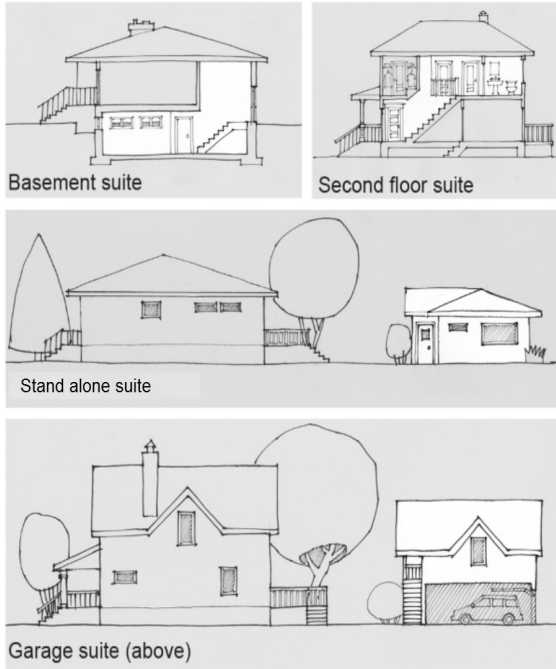
## RM of Cornwallis

# Building Permit Secondary Suite

The information is meant to serve as a guide if you are planning on developing a secondary suite.

### What is a secondary suite?

Secondary suite means an accessory dwelling unit detached from, attached to or within a principal building that provides basic requirements for living, sleeping, cooking and sanitation.



### I plan to develop a secondary suite in my home.

#### What do I need to consider?

- Is your property a detached single family dwelling?
- Are secondary suites allowed in your land use district?
- Does your property meet the minimum Zoning By-law requirements for a secondary suite in your district?
- Are you aware of the Manitoba Building Code requirements?

# Secondary Suites

### Where to construct a secondary suite?

Secondary suites shall be subject to the following regulations:

- Secondary Suites are not permitted in AG80 or AC80 zones.
- Only one secondary suite may be established on a single-family lot either within the principal dwelling, above a detached garage, or as a standalone suite.
- Secondary suites shall be no larger than 40% of the total gross floor area of the principal single-family dwelling or 800 square feet (74.32 square m), whichever is less.
- Only one entrance door shall be located on the front of a principal dwelling or garage. Where a secondary suite has an entrance separate to the main entrance to the principal dwelling or garage, the entrance shall be located on the side or rear of the principal dwelling or garage.
- Two on-site parking spaces must be made available on lots which contain a secondary suite.
- A secondary suite shall not be utilized for home occupations, child care services, residential care dwellings or residential care facilities.
- Detached secondary suites must follow the setback standards for single-family dwellings.
- A secondary suite is included as an accessory use, building or structure in the Residential Rural Zone and Rural Settlement Zone.

### Building permit is required

Prior to constructing a secondary suite a building permit is required.

### How to construct a secondary suite?

In order to obtain a building permit to establish a secondary suite, you will be required to submit a detailed set of plans showing compliance with the Municipal Building By-law and Manitoba Building Code (MBC). The following is a general list of the information which needs to be included on the plans:

- Party walls shall comply with Art. 9.10.11.2 of the MBC;
- The separation of dwellings requires a continuous smoke tight barrier as per Art. 9.10.9.14 of the MBC. and a sound transmission class rating not less than 43 as per Sentence 9.11.2.1. (2) of the MBC;
- Buildings with an area greater than 400 m<sup>2</sup> or greater than 2 stories require a service room complying with Art. 9.10.10.3. of the MBC.;
- Ceiling heights shall comply with Art. 9.5.3.1. of the MBC ;
- Stairs must be constructed in compliance with Section 9.8 of the MBC. including: landings, guards and handrails;
- The bedroom windows shall comply with Art. 9.7.2.2 and Art. 9.9.10.1 of the MBC;
- Window wells shall comply with Art. 9.14.6.3. and Art. 9.9.10.1. of the MBC;
- Smoke and CO alarms shall comply with Subsection 9.10.19 and Art 9.32.3.9 of the MBC;
- Protection of soffits shall comply with Art. 9.10.12.4. of the MBC;
- Heating, ventilation and air-conditioning (HVAC) systems are required to comply with Sections 9.32 and 9.33. of the MBC.;
- Emergency lighting is required as per Art. 9.9.12.3. of the MBC;
- Plumbing to be installed as per the MB Plumbing Code;
- Doors in smoke-tight barriers shall comply with 9.10.9.3(2) of the MBC;
- Access to exit shall be independent as per 9.9.7.5 of the MBC and shall not be through any other dwelling unit, service room or occupancy; and
- Service rooms where in fuel-fired appliances are located shall comply with 9.10.10.4 of the MBC.