

You will need to apply for a building permit **and obtain a certificate of occupancy** to carry out this work.

The following is a general list of the information required when starting your building permit application:

- Property address
- Construction plans showing compliance with Manitoba Building Code
- Dollar value, or a reasonable estimate of the construction cost
- Contractor along with contact information
- If you are not the owner, authorization from the owner entrusting you as the applicant to make application and oversee the project
- Site plan showing the required parking spaces as per the Zoning By-law.

Contact Us

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Development Services
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Office Hours

Monday to Friday 8:30 am to 5:00 pm

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



Development Services

Guidelines for Developing An Additional Dwelling Unit



Thinking of establishing an additional dwelling unit on your existing property?

Step One — Contact a community planner to ensure that the development of an additional dwelling unit at your location is a permitted use under the City of Brandon Zoning By-law.

All applications must be reviewed and approved by the City of Brandon Planning & Building Safety Department. This review will include a check for:

- Compliance with the zoning of the property – is an additional dwelling unit permitted in your zone?
- Property and dwelling unit size requirements – Does the size of the property allow for an additional dwelling unit?
- Parking requirements – Does the proposed parking comply with the provisions of Zoning By-law?
- Any other outstanding items that may support or disallow an additional dwelling unit and what applications might be required to ensure the additional dwelling unit conforms with the applicable provisions of the Zoning By-law.

Step Two — Contact a building inspector to determine that your proposed construction will comply with enforced building by-laws.

In order to obtain a building permit to establish an additional dwelling unit, you will be required to submit a detailed set of plans showing compliance with the City of Brandon 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:

- Ceiling heights must comply with Art. 9.5.3.1. of the MBC and the City of Brandon Building Safety and Property Standards By-Law Section 36 and 37.
- The bedroom windows must comply with Art. 9.7.2.2. and 9.9.10. of the MBC.
- Stairs must be constructed in compliance with Art. 9.8 of the MBC.
- Egress from the dwelling units must comply with Art. 9.9.9. of the MBC and Section 25 of the City of Brandon Building Safety and Property Standards By-Law.
- Emergency lighting is to be installed as per Art. 9.9.12.3. of the MBC.
- Separation of the residential suites must comply to Art. 9.10.9.14. of the MBC.
- Service rooms must comply with Art. 9.10.10. of the MBC.
- The doors, dampers and other closures in the fire separations must comply with Art. 9.10.13. of MBC.
- Smoke detectors in re-circulating air-handling systems must comply with Art. 9.10.18.5. of the MBC.
- Smoke alarms must comply with Art. 9.10.19. of the MBC.
- The minimum sound transmission class ratings must comply with Art. 9.11.2.1. of the MBC.
- Ventilation required as per Section 9.32 of the MBC.
- Plumbing to be installed as per the MB Plumbing Code.

A qualified draftsman or contractor should be able to assist in establishing compliance with the above noted by-laws and codes. All City of Brandon by-laws are accessible on the City of Brandon website at www.brandon.ca.