

## 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 Zoning By-law
- 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

City of Brandon  
Development Services  
638 Princess Ave  
Brandon MB R7A 0P3  
Phone: 204-729-2110  
Fax: 204-728-2406

Email: [planning@brandon.ca](mailto:planning@brandon.ca)  
[www.brandon.ca](http://www.brandon.ca)

### 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

## Building Permit Secondary Suite

# Secondary Suites

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 a self-contained dwelling unit, subsidiary to, and located on the same site as a single family dwelling that is owner occupied. There are three types of permissible secondary suites:

- i) Attached suites;
- ii) Garage suites; and
- iii) Detached suites.



## 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?

## Where to construct a secondary suite?

Secondary suites are permitted in all residential zoning districts with the exception of Residential Mobile/Modular Home Zone in accordance with the following regulations:

- Attached suites may be located only in detached single family dwellings and shall occupy no more than 40% of the floor area of a dwelling, to a maximum of 80 m<sup>2</sup>, including the area of the basement.
- Garage suites and detached suites shall not exceed 60% of the floor area of the dwelling, to a maximum of 70m<sup>2</sup>.
- Garage suites and detached suites shall only be located to the rear of a single detached dwelling.
- No more than one secondary suite may be located in any detached single family dwelling.
- The floor area occupied by a secondary suite shall be considered as part of the principal building.
- One additional off-street parking space shall be provided for the secondary suite.
- 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.
- No secondary suite shall be permitted in a boarding house.

## 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 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:

- 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 and the City of Brandon Building Safety and Property Standards By-Law Section 36 and 37;
- 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.