

General Checklist

Creating a Secondary Suite (small apartment) within a Single Family Dwelling

The list below is in reference to the 2015 National Building Code of Canada and the City of Moncton Zoning By-law Z-222.

The National Building Code of Canada considers an apartment as being a Secondary Suite if the total floor area of a Secondary Suite is not more than the lesser of;

- a) 80% of the total floor area of the other dwelling unit, excluding the garage floor area and any common spaces serving both dwelling units, and
- b) 80 m² (861 ft²).

If the apartment does not fall under the Secondary Suite description above, refer to Form 14.

A house with a Secondary Suite shall have;

- The review from a Development Officer to verify if the additional unit is permitted in the specific zone and if there is independently accessible parking for at least two cars (required in most zones).
- Walls and floors separating the two units that provide a Sound Transmission Class (STC) of at least 43, or an Apparent Sound Transmission Class (ASTC) of at least 40, or be constructed;
 - using at least 150mm (6") of sound-absorptive material (insulation) in the joist spaces,
 - filling the wall stud spaces with sound-absorptive material (insulation),
 - having a resilient channel on one side spaced at 400mm or 600 mm o.c. (16" or 24"), and
 - using 12.7mm (1/2") gypsum board as described below (smoke-tight barrier).
- A continuous smoke-tight barrier separating the two units. The barrier shall consist of a minimum of 12.7mm (1/2") gypsum board on both sides of walls and on the underside of floors/ceilings.
- A continuous smoke-tight barrier (as described above) separating common exits and common spaces from each unit.
- A minimum of 12.7mm (1/2") gypsum board covering any load bearing members supporting a floor separating the two units (load bearing walls, posts, beams).
- A minimum solid-core thickness of 45mm (1.77") for any door that is located within a smoke-tight barrier. The door shall be equipped with a self-closing device.
- Bedroom windows that meet the egress size requirements of the Code. The clear unobstructed opening shall be at least 0.35 m² (3.77 ft²) and have no dimensions less than 380mm (15").
- Ceiling heights of at least 1.95 m (6'-5").
- Separate mechanical ventilation systems (air exchangers) for each unit. The ventilation system does not need to serve common spaces.
- Separate heating/cooling systems for each unit if the system is distributed through air ducts.
- Smoke alarms interconnected between the two units. The alarms shall be connected to an electrical circuit and have batteries as an alternate power source (locations determined by Building Code). Carbon monoxide alarms are required for houses with attached garages or houses with fuel burning appliances.
- A surface flame-spread rating of 150 or less on any exposed wall and ceiling finishes.

Documents required to submit a Building/Development Permit application for the renovations;

- A completed Building/Development Permit application form (form 1).
- A detailed scope of work describing the project with the associated cost breakdown.
- A site plan indicating the width of the driveway.
- A set of scaled, noted and dimensioned plans specifying the proposed work. The plans shall detail the items in the list above. The package should include existing plans, proposed demolition, proposed plans and cross sections.
- A Plumbing Permit application form (form 2) completed by a Plumber certified in the Province if plumbing work is involved (other than replacing fixtures in same location).

Disclaimer: The information above is a general guideline. Additional requirements may be required.