

General Checklist

Creating an 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.

Refer to Form 13 for information regarding a Secondary Suite (small apartment) if the apartment's total floor area 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).

A house with an apartment 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 with a minimum fire-resistance rating of 1 hour (or 45 minutes depending on the scenario) and a Sound Transmission Class (STC) of at least 50 (or an Apparent Sound Transmission Class (ASTC) of at least 47).
 - *Common wall construction: 2 layers of 15.9mm (5/8") Type-X gypsum board over resilient metal channels, insulation between the studs (38x89/2x4 minimum) and 1 layer of 15.9mm (5/8") Type-X gypsum board on the opposite side.*
 - *Common floor/ceiling construction: 2 layers of 12.7mm (1/2") Type-X gypsum board under resilient metal channels and at least 150mm (6") of insulation between the joists.*
- The required fire-resistance rating on load bearing walls, beams and posts that support a fire rated floor.
- The required fire-resistance rating for any doors and frames in fire rated walls. The doors shall be equipped with a self-closing device.
- At least one separate exit for the apartment that meets the Building Code requirements or two shared exit.
- 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 2.1 m (6'-10 1/2").
- Separate mechanical ventilation systems (air exchangers) for each unit.
- Separate heating/cooling systems for each unit if the system is distributed through air ducts.
- Smoke alarms within each unit that are connected to an electrical circuit and have batteries as an alternate power source (locations determined by Building Code). If the unit requires more than one smoke alarm, they shall be interconnected within the unit. 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.
- A review of the existing type of cladding on the exterior of the house in relation to fire rating requirements due to the wall proximity to the property lines (the amount of windows and doors may also be subject to review).

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 and dimensions from the house to the surrounding property lines.
- 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.