

# Building Permit Application

<b>Applicant Information (required)</b>		
Name:	Address:	Are you also the primary contact? <input type="checkbox"/> Yes <input type="checkbox"/> No
Postal Code:	Email:	Phone:
<b>Legal Land Owner Information (required)</b>		
Name & Company Name (if applicable):		
Position/title:	Email:	Phone:
<b>Additional Contacts (if applicable)</b>		
Primary Contact:	Email:	Phone:
Building Contractor:	Email:	Phone:
Engineer/Architect:	Email:	Phone:
Mechanical/Plumbing Contractor:	Email:	Phone:

<b>Building Use</b>	<input type="checkbox"/> Single Family Dwelling	<input type="checkbox"/> Duplex/Semi-detached	<input type="checkbox"/> 3+ Units Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional	<input type="checkbox"/> Agricultural	<input type="checkbox"/> Temporary
<b>Nature of Work</b>	<input type="checkbox"/> New	<input type="checkbox"/> Alteration	<input type="checkbox"/> Addition	<input type="checkbox"/> Repair	<input type="checkbox"/> Other			
<b>Building Address and Legal Land Description</b>								
Address:								
Lot:			Block:			Plan:		
<b>Describe the Scope of Work</b> <i>(explain the project in detail; include specifics so we can understand the project)</i>								
<b>Total Cost of Construction</b>						<b>\$</b>		

<b>Request for Building and Occupancy Permit (required)</b>			
<p>I hereby acknowledge that I have read this application and state that the information contained herein is correct and agree to comply with all City of Regina bylaws and/or provincial laws regarding building and occupancy. It being expressly understood that the issuing of a permit does not relieve the applicant/owner from complying with all bylaws and national building codes though not called for in the specifications or shown on plans and/or applications submitted. I understand that conditions may be placed on the permit and must be complied with during construction.</p> <p>The building shall not be occupied until such time as an occupancy permit is issued to the owner. Work shall commence within six months, shall not be stalled for period of more than six months, and shall be completed within two years from the date of issue or permit will be cancelled. The use of street, sidewalk or lane during construction requires additional authorization. This application form does not allow work to start as this is not an issued building permit.</p>		<p>The information on and within the permit documents are collected under the Local Authority Freedom of Information and Protection of Privacy Act. The purpose of the collection is to process your application for a building permit. It will be retained as a record of your application and may be used to contact the parties involved in this project. The application and the information contained therein may also be used by the City for compliance or other legal action pursuant to The Cities Act, The Construction Codes Act and the City's Building Bylaw and The Planning and Development Act.</p> <p>Issued City permits, including name of applicant, name of owner, description of work, location, value of work and contractor names, may be released to members of the public by the City in accordance with the provisions of The Local Authority Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of this information, please contact Building Standards at 306-777-7000.</p>	
_____	_____	_____	____/____/____
Legal Land Owner (printed)	Signature of Legal Land Owner (or signed Letter of Authorization)	Signature of Applicant	Date (MM/DD/YYYY)

**This package is only applicable if all of the following conditions are met:**

- The suite is a self-contained dwelling unit located in a building or portion of a building of only residential occupancy that contains only one other dwelling unit and common spaces, and where both dwelling units constitute a single real estate entity
- The total floor area of all storeys of a secondary suite are not more than the lesser of:
  - a) 80 per cent of the total floor area of all storeys of the other dwelling unit, excluding the garage floor area and common spaces serving both dwelling units, or 80m<sup>2</sup>, and
- The secondary suite does not occupy more than the lesser of:
  - a) 40 per cent of the gross floor area of the building, or 80m<sup>2</sup>.

The gross floor area is the total floor area in a building or structure that is primarily indoors, measured between the exterior faces of the exterior walls of the building or structure at the level of each storey. The calculation of such area shall include area of the basement and excludes the garage floor area and common spaces serving both dwelling units.

**Note:** secondary suites may be permitted in row houses; however, if more than two are proposed adjacent to each other, the third will not be permitted until a firewall has been provided. See the building code requirements below or view our [Secondary Suites in Rowhouses](#) advisory for more information.

## How to Submit Your Application

**Submit your completed application online by [registering for eBuild](#). Applying online allows you to track the status of your application and access application information from anywhere.**

The City will review your application to ensure it meets all requirements. All applications are reviewed under the most current National Building Code of Canada and City Bylaws. The owner is responsible for ensuring their building complies with all construction standards.

Ensure your project plans are legible and precise. Drawings stamped with “not for construction”, “preliminary” or “for permit purposes only” will not be accepted.

## Permit Fee

- Secondary suite permit fee: \$8 per \$1000 of the value of work (minimum permit fee of \$100)

Once your application is approved, payment must be made online using eBuild, or in person at City Hall. Following payment and final processing by our staff, your permit will be issued and emailed to the applicant. Your approved drawings will then be available on eBuild and construction may begin.

## Addressing

**When an application is made for a secondary suite, you will automatically be assigned a separate and second address for a fee of \$21.75.** Upon occupancy, a letter will be sent out notifying required agencies within the City of Regina. The second address must be placed within one metre of the front entrance and be plainly visible from the street that abuts the front entrance to the principal dwelling.

The principal dwelling will be identified by adding an “A” before the house number whereas the secondary suite address will be identified by adding a “B” before the house number of the principal dwelling.

Address of principal dwelling: A 123 Regina Street  
Address of secondary suite: B 123 Regina Street

## Application Checklist

The following items must be included in your application package:

*Applications will not be accepted until all information is provided.*

**Application Form**

- Signed by legal owner of the property (registered on title)
- Secondary suites are considered an 'alteration' class of work

*Supply accurate and detailed plans to speed up the application review process. Metric plans preferred.*

**Submission Details Form** (Page 3)

**Site Plan** (if applicable - metric plans preferred)

- If you are providing parking or making changes to parking on the site, a site plan is required

**Including a site survey (Real Property Report or lot plan) with your application package is recommended to increase your first-time approval rate.**

If a site survey is unavailable, site plans must be well-drawn, properly dimensioned and include all required components (see Page 5 for more information).

**Floor plans of each floor level** (complete with full dimensions and room uses)

- Hatch all walls and spaces required to be a smoke separation with required sound rating
- Note all doors in required smoke separations
- Provide wall and ceiling assemblies to show compliance to required smoke and sound ratings

**Building Drawings**

- Window location, size, and type (complete with window well information)
- Location of all mechanical equipment for the existing, proposed suite and common spaces

**Ventilation Summary of Design Forms** (see [vent summary](#) form)

**New or Altered Foundation Windows** (if applicable – see Figure 4)

- Engineer or architect designed/stamped plans
- Location and size of proposed and existing windows on same wall face
- Measurement of foundation to property line of wall for proposed windows
- Size of wall (length and height – grade to uppermost ceiling)

**Other Requirements** (if applicable)

- Gas or wood fireplace specifications (see [fireplace application](#))
- Spray foam information (see [spray foam application](#))
- The applicable energy efficiency compliance form (found at the bottom of [this page](#)) is required for alterations to the building envelope, windows or mechanical equipment, for houses built after January 1st, 2019.

## Submission Details

Submit this completed form with your application.

### Total Area of Secondary Suite

\_\_\_\_\_  m<sup>2</sup>  ft<sup>2</sup> Secondary Suite

\_\_\_\_\_  m<sup>2</sup>  ft<sup>2</sup> Common Area

\_\_\_\_\_  m<sup>2</sup>  ft<sup>2</sup> Main Residence

### Exterior Walls

*Insulation and vapour barrier finished by the builder/owner on the previous building permit*

Yes  No

### Bedroom Window Size

*Unobstructed opening dimensions (clear space available when you fully open the window)*

*Ex: Bedroom 1 - 36 ½" W x 15" H - Inswing Awning*

Room name – Opening Size – Opening Type

Bedroom 1 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

Bedroom 2 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

Bedroom 3 - \_\_\_\_\_ W x \_\_\_\_\_ H - \_\_\_\_\_

**Window Well Size** (if applicable): \_\_\_\_\_

*Measured from the building face to the window well. A clear path of 760mm is required between the window well and the building or window swing for an emergency exit (see Figure 3).*

### Heating & Venting

*Separate heating systems must be provided for each unit:*

Separate furnace  Electric baseboard  
 In-floor heat  Other: \_\_\_\_\_

*Separate ventilations systems must be provided for each unit:*

Separate HRV  Other: \_\_\_\_\_

*Ensure equipment locations for both units are shown on plan (note: common space heating must also be independent of both units)*

### Main utility room (see Figure 2)

Shared access  Main unit access only

### Plumbing

Rough-in/under slab plumbing was completed on previous permit

Rough-in/under slab plumbing will be new or altered from a previous permit

### Design Details

Floor plans for all floor levels (complete with dimensions and room uses) including locations of smoke tight barriers noted (ceilings and walls)

Smoke and sound rated walls will contain:

- Stud spaces filled with sound-absorbing material;
- Resilient channels on one side of the walls spaced 400 or 600 mm o.c.; and
- Not less than 12.7mm thick gypsum board on both sides

Smoke and sound rated ceilings will contain:

- Joist/truss spaces filled with sound-absorbing material of not less than 150 mm nominal thickness;
- Resilient channels on the underside spaced 400 or 600 mm o.c.; and
- Not less than 12.7mm thick gypsum board on the underside

Other assemblies (as found in the Fire and Sound Resistance Tables 9.10.3.1.-A):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Doors in smoke-tight barriers must contain a self-closing device; have not more than a 6mm gap at the bottom and be either a 20 minute rated door or a solid-core, wood door at least 45 mm thick

## Sample Floor Plans

Well-drawn and properly dimensioned floor plans (provided for each floor level) will speed up the application review process.

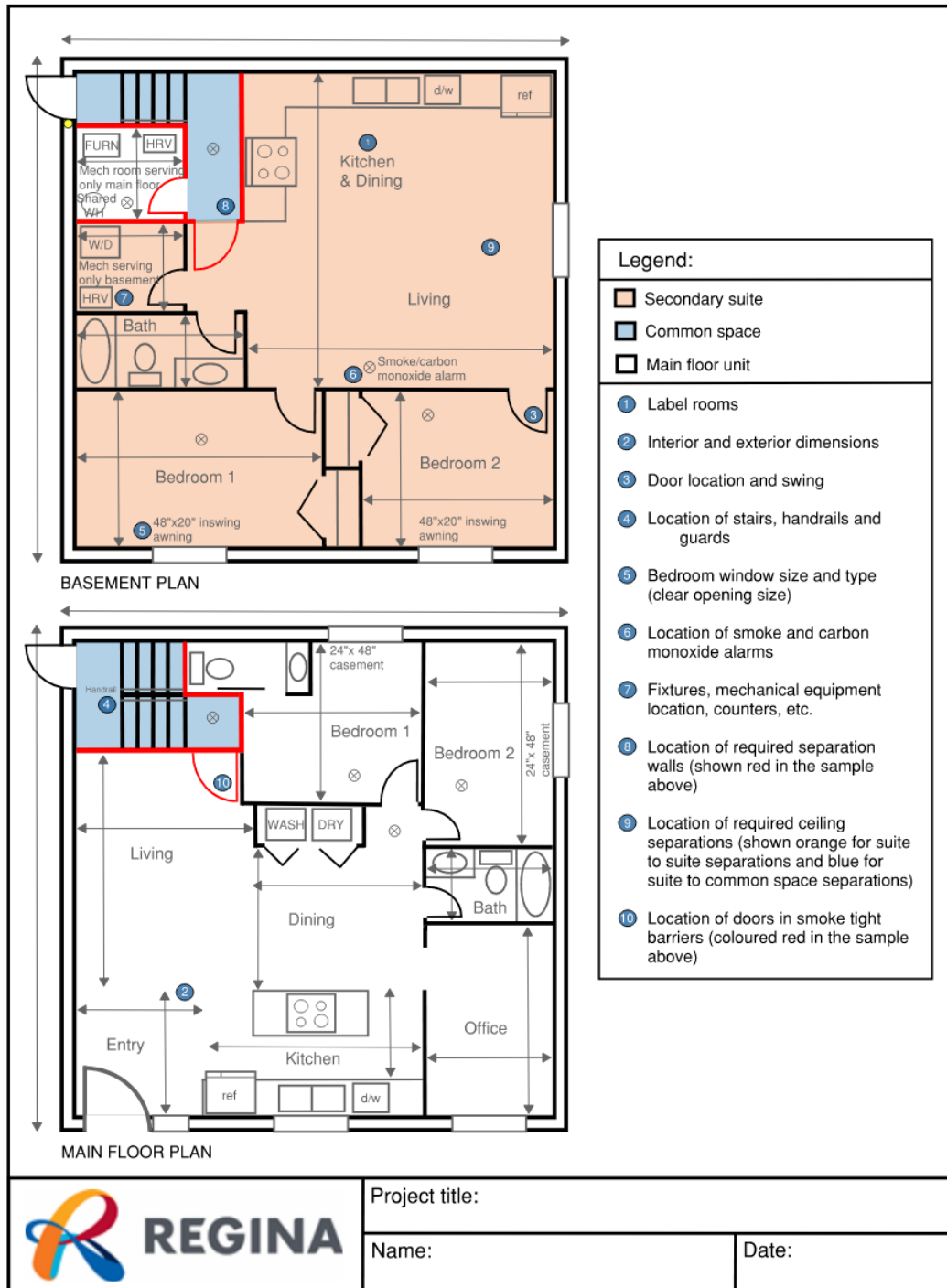


Figure 1 - Sample Floor Plans

## Site Plan

Including a site survey (Real Property Report or lot plan) with your application package is recommended to speed up the application review and increase your first-time approval rate.

If a site survey is unavailable, plans must be well-drawn, properly dimensioned and include following components:

- Lot shape and size (with property lines labelled)
- Location and size of all existing and proposed buildings complete with dimensions to all property lines
- Easements, right-of-ways (for utilities, or other)
- Decks, projections, cantilevers
- Driveway location complete with dimensions of existing and/or proposed parking stalls for the principal dwelling and secondary suite
- Locations of abutting streets or lanes

It is important that locations and dimensions of the property lines and existing structures are accurate.

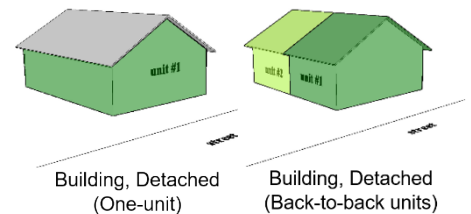
## Site Surveys

A site plan can be drawn using a previously completed Real Property Report (RPR) or a new RPR. If an RPR is not available a basic lot plan can be obtained from the Information Services Corporation (ISC) at no cost and can be used as the basis for a site plan.

## Zoning Definitions

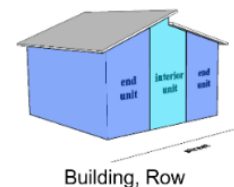
**Building, Detached** - A building on a single lot and contains, either:

- one unit occupying the entire building; or
- multiple units attached back-to-back through a common wall extending from foundation to roof.



**Building, Row** - A building containing two or more units, as specified within the zone regulation, while meeting the following conditions:

- The units may be located on the same lot or separate lots and maybe subdivided from each other;
- Minimum two units shall be connected side-by-side where through walls extending from foundations to roof; and
- No unit shall be located entirely or partially above the other.



**Dwelling, Unit** - A self-contained living unit of one or more rooms containing cooking facilities, sanitary facilities, living quarters and/or sleeping quarters.

**Dwelling, Secondary Suite** - A subordinate, self-contained Dwelling, Unit within a building or portion of a building that contains a principal Dwelling, Unit, and where both dwelling units constitute a single real estate entity.

**Gross Floor Area** - The total floor area in a building or structure that is primarily indoors, measured between the exterior faces of the exterior walls of the building or structure at the level of each storey:

- at and above grade, in the case of Dwellings in residential zones or below, at and above grade, in the case of all other uses; and
- excludes the area used for off-street unloading, parking, mechanical equipment, stairways or shafts.

## Zoning Regulations

Secondary suites that require a building permit also require a separate development permit. A development permit authorizes a development according to the [Zoning Bylaw](#). The Zoning Bylaw regulates the number, location, and size of a secondary suite within a building. When you apply for a secondary suite permit, the application includes both a building review and a zoning review.

The following information is provided for guidance only. This is not an exhaustive list of the zoning requirements, and exceptions may apply. Before finalizing your design, applicants are encouraged to contact Service Regina [online](#) or by phone at 306-777-7000 to confirm requirements as they vary depending on the zone and other factors.

## Property Zones

Access the City of Regina's [zoning map](#) to determine your property's current zone and any overlay zones. Click on the property and a search result window will open to show you the current zoning.

All regulations for each zone can be found in the [Regina Zoning Bylaw 2019-19](#).

## Location

Secondary suites are permitted within a detached building with only one principal dwelling in the R1, RN and RU zones, or within a detached building in the RL zone. It is possible to have secondary suites in some direct control districts, industrial and special zones if there is a lawfully constructed detached dwelling.

Secondary suites are permitted within a row building in the RL and RH zones.

Secondary suites are not permitted in any accessory building or structure, such as a detached garage.

## Number of Suites

The maximum number of secondary suites per principal dwelling unit is one.

## Size

A secondary suite shall not occupy more than the lesser of: (i) 40 per cent of the gross floor area of the building; or (ii) 80 m<sup>2</sup>. The calculation of such area shall include area of the basement. The gross floor area is the total floor area in a building or structure that is primarily indoors, measured between the exterior faces of the exterior walls of the building or structure at the level of each storey. The floor area occupied by a secondary suite is considered as part of the principal building.

## Parking

One parking stall is recommended on site for the secondary suite. This is in addition to the one parking stall recommended for the principal dwelling unit. A typical stall measures 6.0m in length by 2.5m wide, or 5.5m in length by 2.73m wide.

## Building Code Requirements

Here are National Building Code (NBC) requirements that must be met and will be inspected.

Please note that this is not an exhaustive list of NBC requirements, and exceptions may apply:

### Alarms

**Smoke alarms (Subsection 9.10.19)** - Smoke alarms shall be interconnected, hard-wired and provided with battery backup. They shall be installed so that a smoke alarm is provided in the following locations:

- on each storey (including basements),
- in each sleeping room,
- outside the sleeping room (between the sleeping room and remainder of the storey). If the sleeping room is served by a hallway, this smoke alarm must be in the hallway (Subsection 9.10.19), and
- in ancillary spaces and common spaces not in dwelling units in a house with a secondary suite.

**Carbon monoxide detectors (Article 9.32.3.9 of the Appendix titled “Amendments to the National Building Code of Canada 2020” within *The Building Code Regulations*)** - Carbon monoxide (CO) detectors are required for houses that contain fuel-burning appliances (furnaces, water heaters, etc.) or that have attached garages. In general, CO detectors shall be provided inside each bedroom, or within 5m outside of each bedroom door. Also, a room containing a solid-fuel-burning appliance (e.g., wood-burning fireplace) shall have a CO detector within the room.

### Ceiling Height

**Ceiling heights shall conform to Table 9.5.3.1.** – In general, the minimum height required is 2.1m. Existing construction may not meet the current NBC requirements and the owner should work to maintain as much clear height as possible for ceilings, doors, beams, etc.

**Ceiling heights of rooms or spaces (Article 9.5.3.1)** – Ceiling heights in secondary suites shall be not less than 1.95m. Clear height under beams and ducting in a secondary suite shall be not less than 1.85m.

### Common spaces and mechanical rooms

The definition of ‘secondary suite’ is described as self-contained living space, therefore common spaces should be accessed off common spaces, where feasible. Possible relaxations for mechanical room locations may be permitted based on non-practical or unusually cost prohibitive location of existing equipment.

‘Common space’ is defined as shared corridors, stairways and rooms such as laundry, storage and mechanical rooms. Mechanical rooms that have equipment which serve both units are considered common space. The City of Regina provides exceptions for electrical panels, water meters and shared domestic hot water heaters to be located in a room within a suite or off of common space without requiring them to be common space. However, if they also contain laundry for both units or equipment for one of the units, other than what’s permitted, it will be considered common space.

- Service rooms and common spaces must each have a smoke alarm. Service rooms must also have a CO detector if it contains a fuel fired appliance.



# Secondary Suite

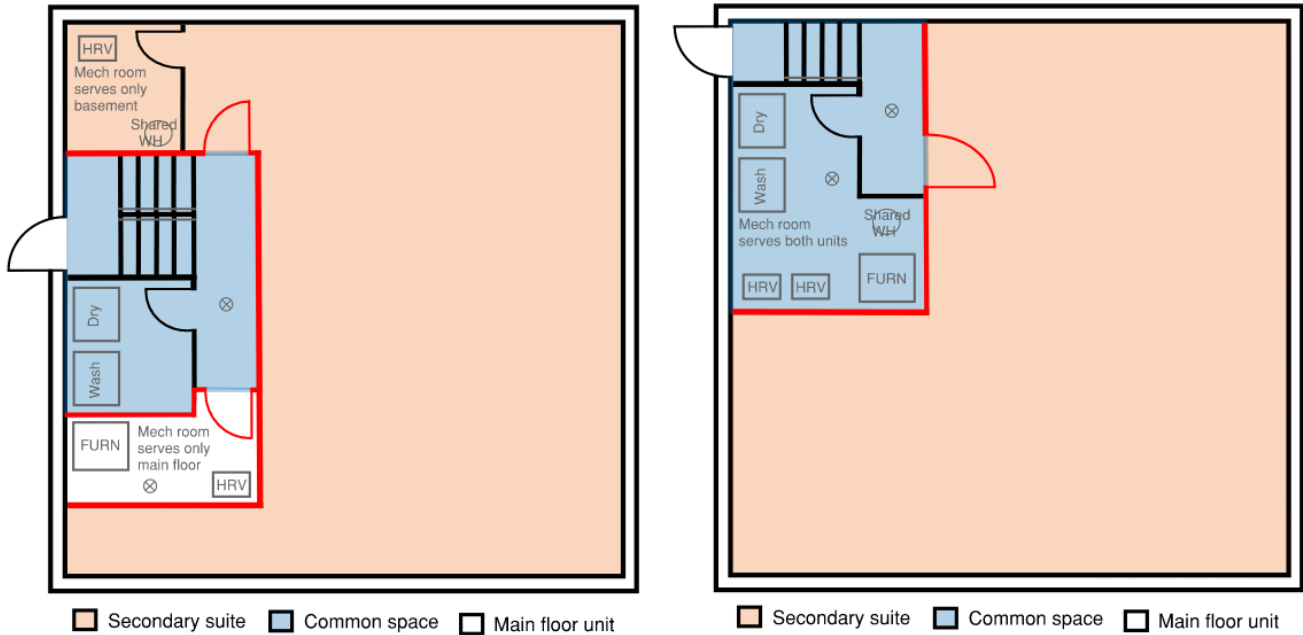


Figure 2 – Common spaces and utility rooms

**Example above;** the shared water heater is within the main floor units' mechanical room; access is not required by both units as this is an allowable appliance. The appliance serving the suite are accessed within the suite, therefore the walls do not need to have a smoke and sound barrier but the ceiling throughout the suite and mechanical room would (shown orange).

The washer/dryer is common space off the common corridor therefore only the walls separating it from other units would require a smoke/sound barrier as well as the ceiling separating it from the suite above (shown blue).

The mechanical room serving the main floor requires all walls to have a smoke and sound barrier (including the doors), but the ceiling is exempt because the room serves that unit (shown white).

## Doors

**Width and height (Article 9.5.5.1)** - Doors shall meet or exceed the height and width requirements of Table 9.5.5.1. The following door widths apply:

- entrance to house: 810mm
- doors to stairs: 810mm
- utility room: 810mm
- walk-in closet: 610mm
- bathroom: 610mm & 760mm (note: access to at least one bathtub/shower and water closet must have doors that are 760mm wide (Article 9.5.5.3))
- other rooms: 760mm

**Pathway to mechanical room (Table 9.5.5.1)** - All doors in one path of travel from the exterior of the house to the basement shall be at least 810mm wide to enable movement of equipment, such as furnaces and water heaters.

If you are following the reduced ceiling height for a secondary suite, door height for swing-type and folding doors shall be not less than 1890mm high (Sentence 9.5.5.1(2)).

## Drainage

**Sump pit and pump (Article 9.14.5.2)** – New sump pits must be at least 750 mm deep, at least 0.25m<sup>2</sup> in area, and have an airtight cover.

All stormwater drainage weeping tile or groundwater seepage sumps must discharge to the surface or storm system ([Regina Wastewater and Storm Water Bylaw](#)). Ensure discharge locations are 2.0m away from property line and do not overflow city sidewalks or impact neighbouring properties ([Standard Construction Specifications](#)). Existing drainage systems pumped to the sanitary system may remain.

## Electrical Facilities

**Lighting provided in rooms (Article 9.34.2.2)** - Rooms and hallways shall be provided with lights controlled by wall switches. Lights that are plugged into a wall outlet that is controlled by a switch are acceptable for bedrooms and living rooms.

**Stairway lighted, and 3-way switched (Article 9.34.2.3)** - Stairways shall be lighted and shall be provided with 3-way wall switches at both the head and foot of the stairway.

**Lighting of entrances (Article 9.34.2.1)** – An Exterior lighting outlet with fixture controlled by a wall switch located within the building shall be provided at every entrance to buildings of residential occupancy.

## Energy Efficiency Standards (if applicable)

Energy efficiency standards from Section 9.36 of the National Building Code of Canada are required if both of the following items apply to your project.

- The building was constructed after January 1, 2019; and
- There are alterations to the building envelope, windows or mechanical equipment

## Finishing

**Wall Finish (Section 9.29)** - Wall finishes shall conform to one of the Code-approved finishes found in Section 9.29. Examples include gypsum board, plywood, plaster hardboard, insulating fireboard, particle board, OSB, Waferboard and wall tile.

**Ceiling finish (9.29)** - If providing a ceiling finish, it shall comply with one of the finishes mentioned above. See ceiling height requirements.

**Fire protection and sound control (Article 9.29.1.1)** – A wall or ceiling finish shall also conform to the appropriate requirements in Sections 9.10 and 9.11, in addition to the requirements of this section. Also, see above under fire protection and sound control requirements.

## Fireplaces (if applicable)

**Gas fireplaces** - When a gas fireplace is planned to be installed, the manufacturer's specifications must be provided to show the clearances required for proper installation.

**Masonry fireplaces (Section 9.22)** - If a masonry fireplace is to be constructed on-site, it is recommended to involve a designer competent in masonry fireplace design. Several of the items covered in this Section of NBC include footings, fireplace walls and liners, fire chamber and hearth design, smoke chamber design, clearances to combustibles, etc.

## Fire Protection

**Fire Separations for Exits (Sentence 9.9.4.2.(2))** – Where an exit is located in a house with a secondary suite *including their common spaces*, the exit shall be protected by a continuous smoke-tight barrier of not less than 12.7mm thick gypsum board installed on: a) both sides of walls separating the exit from the remainder of the building, and b) the underside of floor-ceiling framing separating the exit from the remainder of the building.

**Openings Near Unenclosed Exterior Exit Stairs and Ramps (Sentence 9.9.4.4.)** – Unprotected openings in exterior walls of the building shall be protected with wired glass in fixed steel frames or glass block conforming to Articles 9.10.13.5. and 9.10.13.7., where an unenclosed exterior exit stair or ramp provides the only means of egress from a suite and is exposed to fire from unprotected openings in the exterior walls of another fire compartment, or another dwelling unit, ancillary space or common space in a house with a secondary suite, and unprotected openings in the exterior walls of the building are within 3 m horizontally and less than 10 m below or less than 5 m above the exit stair or ramp.

**Penetration of Fire Separations (Article 9.10.9.6.)** – Penetrations through required smoke separations must be tightly-fitted/smoke-tight or fire stopped to maintain the integrity.

**Separations of Residential Suites (Sentence 9.10.9.16.(4))** – Walls and floor-ceiling framing in a house with a secondary suite that separate dwelling units from each other or dwelling units from ancillary spaces and common spaces, the walls and floor-ceiling framing are protected by a continuous smoke-tight barrier of not less than 12.7mm thick gypsum board installed on: a) both sides of walls, and b) the underside of floor-ceiling framing.

**Openings to be Protected with Closures (Article 9.10.9.3.)** – Doors in smoke-tight barriers shall be solid-core, wood doors at least 45 mm thick, and have a self-closing device.

**Door Latching, Locking and Opening Mechanisms (Article 9.9.6.7.)** – Principal entrance doors, exit doors and doors to suites, including exterior doors of dwelling units, and other doors in an access to exit shall be openable from the inside or in travelling to an exit without requiring keys, special devices or specialized knowledge of the door-opening mechanism.

## Firewalls

**Firewalls not required – (Article 9.10.11.2)** – A party wall on a property line of a building of residential occupancy need not be constructed as a firewall, provided it is constructed as a fire separation having not less than a 1 h fire-resistance rating, where the party wall separates

- two dwelling units where there is no dwelling unit above another dwelling unit,
- a dwelling unit and a house with a secondary suite including their common spaces, or
- two houses with a secondary suite including their common spaces

Where a building of residential occupancy contains more than two houses, a party wall that separates any two adjacent houses with a secondary suite from the rest of the building shall be constructed as a firewall to create separate buildings each containing no more than two adjacent houses with a secondary suite.

## Framing

**Foundation wall moisture protection of interior finishes (Article 9.13.2.5)** – Where wood framing or an interior finish is in contact with concrete basement walls, a membrane or coating shall be applied to the concrete to minimize the movement of moisture from the exterior to the interior (this barrier should be between the concrete wall and the interior wood studs or finish). This moisture protection shall extend from the basement floor to the exterior ground level (on the cold side). The barrier shall not extend above the grade level, so the wall can dry to the exterior (see Article 9.13.2.5 for exceptions).

**Wood decay protection (Article 9.23.2.2 & 9.23.2.3.)** - If wood members are not pressure treated and are supported by concrete that is in contact with the ground, they shall have a 0.05mm polyethylene film or Type S roll roofing in between the wood and the concrete support.

**Insulation (Subsection 9.25.2)** - Sufficient insulation shall be provided as part of the building envelope to ensure condensation does not occur during the winter and to ensure occupant comfort.

**Air barrier (Subsection 9.25.3) and Vapour Barrier (Subsection 9.25.4)** - The building envelope shall be constructed to prevent air leakage. Insulated assemblies shall have a vapour barrier to prevent the passage of vapour into those assemblies. In general, vapour barriers shall be installed on the warm side of the assembly, shall have a permeance not greater than  $60\text{ng}/(\text{Pa s m}^2)$ , and shall comply with the appropriate standard for the material being used.

**Wall stud height and spacing (Article 9.23.10.1)** - Wall stud height and spacing shall conform to Table 9.23.10.1. Commonly, non-load-bearing basement walls are framed with 2 x 4 studs at 400mm or 600mm on center.

## Hallways

In general, hallways shall be at least 860mm wide (Article 9.5.4.1).

## Hazardous Materials (if applicable)

For handling hazardous materials, see the [Hazardous Materials Handling Conditions](#) on our website.

## Limits on Floor Area

**Floor area limits for secondary suites (Article 9.1.2.1)** – The total floor area of all storeys of a secondary suite shall be not more than the lesser of: a) 80% of the total floor area of all storeys of the other dwelling unit, excluding the garage floor area and common spaces serving both dwelling units, and b)  $80\text{m}^2$ . See the [Zoning Bylaw](#) for their requirements of floor area.

## Mechanical: Heating & Ventilation

**Required ventilation (Article 9.32.1.2.)** – A self-contained heating-season ventilation system serving a single dwelling unit shall comply with Subsection 9.32.3. Each dwelling will need its own ventilation system.

**Exhaust in bathroom (Articles 9.32.3.7 to 9.32.3.8)** - A bathroom exhaust fan rated for a minimum of 25L/s shall be provided in each bathroom. Alternatively, an exhaust air intake from a principal ventilation fan (e.g., heat recovery ventilator, HRV) should be provided in each bathroom (Sentence 9.32.3.7.(4)). The owner shall ensure that introducing exhaust fans does not cause issues with depressurization and backdrafting of fuel-fired equipment.

**Air duct system (Sentence 9.33.1.1.(3))** – Air duct distribution systems serving one of the dwelling units in a house with a secondary suite shall not be directly interconnected with other parts of the house including common spaces.

**Indoor design temperatures (Sentence 9.33.3.1.(1))** – At the outside winter design temperature, required heating facilities shall be capable of maintaining an indoor air temperature of not less than 18°C in common service rooms, ancillary spaces and exits in houses with a secondary suite.

**Warm air supply outlets (Article 9.33.6.11)** - A warm air supply outlet shall be provided in each finished room that is adjacent to unheated space.

**Return air inlets (Article 9.33.6.12)** - At least one return air inlet shall be provided on each level. The return air inlet shall not be located in a room that provides combustion air to a furnace.

## Plumbing

Any plumbing on this permit is to conform with the National Plumbing Code of Canada and is required to be confirmed on site by the City of Regina mechanical inspector. After a permit has been issued, the journey person may phone 306-777-7292 between 8 a.m. and 9 a.m. to speak with a mechanical inspector or to book an inspection. The qualified journey person is required to be on site for the inspection.

**Required plumbing (Article 9.31.4.1.(1))** – Every dwelling unit shall contain a kitchen sink, lavatory, bathtub or shower and water closet.

## Sound Transmission

**Required Protection (Article 9.11.1.1.(2))** – Where a house contains a secondary suite, each dwelling unit shall be separated from every other space in the house in which noise may be transmitted by:

- a) construction:
  - i. whose joist spaces are filled with sound-absorbing material of not less than 150mm nominal thickness,
  - ii. whose stud spaces are filled with sound-absorbing material,
  - iii. having a resilient channel on one side of the separation spaced 400 or 600mm o.c., and
  - iv. having not less than 12.7mm thick gypsum board on ceilings and both sides of walls, or
- b) construction providing an STC rating of not less than 43, or
- c) a separating assembly and adjoining constructions, which together provide an ASTC rating of not less than 40 (as per article A-9.11.1.1.(2)).

## Spray Foam and other Foamed Plastics (if applicable)

Foamed plastics must be approved for use by the City of Regina and installed by a City approved installer if spray foam will be used as the vapour barrier. However, if an additional vapour barrier will be installed, a City-approved spray foam product and installer are not required.

It is the contractor's responsibility to ensure a label is placed on the job site as required by CAN/ULCS705.2, including the above information and stating: "This certificate indicates that the installed, applied spray of rigid polyurethane foam insulation meets the CAN/ULC-S705.1 – medium density – product standard. This product has been installed according to the CAN/ULC-S705.2 installation standard."

**Foamed plastic insulation protection (Article 9.10.17.10)** - Where foamed plastics are used in wall or ceiling assemblies (e.g., foam insulation boards, spray foam, etc.), they must be covered by:

- an interior finish from Subsections 9.29.4 to 9.29.9 (see wall/ceiling finishes for details), or
- a thermal barrier meeting Sentence 3.1.5.15.(2). Note: these products must generally be evaluated and approved by the City of Regina prior to use. Contact Service Regina for more information at 306-777-7000.

## **Stairs** (if applicable - required only if replacing existing stairs)

**Width (Article 9.8.2.1) and headroom height (Article 9.8.2.2)** - Stairs serving a single dwelling unit (house) shall be at least 860mm wide. The headroom height shall be at least 1950mm.

**Configuration (Subsection 9.8.3)** - Most commonly, stairs are constructed as straight flights. Refer to NBC for unique configuration requirements, such as winders.

### **Rise and run (Articles 9.8.4.1 - 9.8.4.8)**

- treads and risers must have uniform rise and run in any flight, including top and bottom risers,
- risers must be 125mm minimum to 200mm maximum, and
- runs must be 255mm minimum to 355mm maximum.

**Landings (Subsection 9.8.6)** - Landings are required at the top and bottom of each flight of stairs. In general, landings must be at least as wide and as long as the width of the stairs.

**Handrail height (Subsection 9.8.7) and guards (Subsection 9.8.8)** - Handrails are required on interior stairs with more than two risers (steps). Required handrails shall be 865mm to 1070mm high. If the walking surface is 600mm or more above the adjacent surface, then a 900mm high guard must also be provided. The open space between spindles must not be more than 100mm.

**Stringers (Subsection 9.8.9)** - Stair stringers shall have a minimum effective depth of 90mm and overall depth of at least 235 mm and shall be secured at the top and bottom. Since detached garages are considered subsidiary to the house they serve, the spacing shall be not more than 900mm o.c. (exceptions provided in Code), however closer spacing allows for thinner tread material. See Subsection 9.8.9 for more details.

**Openings in Guards (Article 9.8.8.5.)** – Openings through guards (such as those serving stairs, i.e. spindles) shall be sufficiently spaced to prevent the passage of a 100mm diameter spherical object. The triangular openings formed by the stair riser, tread, and the bottom of the required guard shall prevent the passage of a 150mm diameter sphere.

## **Windows**

**Bedroom window(s) sized for egress (Article 9.9.10.1)** - Each bedroom without an exterior door shall have a window that is:

- openable from the inside without the need for special tools or knowledge (e.g., windows or security bars that are unlocked by a key are not permitted),
- the window shall provide a clear opening of at least 0.35m<sup>2</sup> with each dimension being at least 380mm, and
- the window shall remain in the opened position without the need for additional support (e.g., using a stick to hold a window open is not permitted).

**Bedroom window well sized for egress (Article 9.9.10.1) and drained (Article 9.14.6.3)** - When an egress window opens into a window well, the window well must provide a clearance of at least 760mm

(measured horizontally from the exterior surface of the foundation wall to the front of the window well). Also, window wells are to be drained to the footing level.

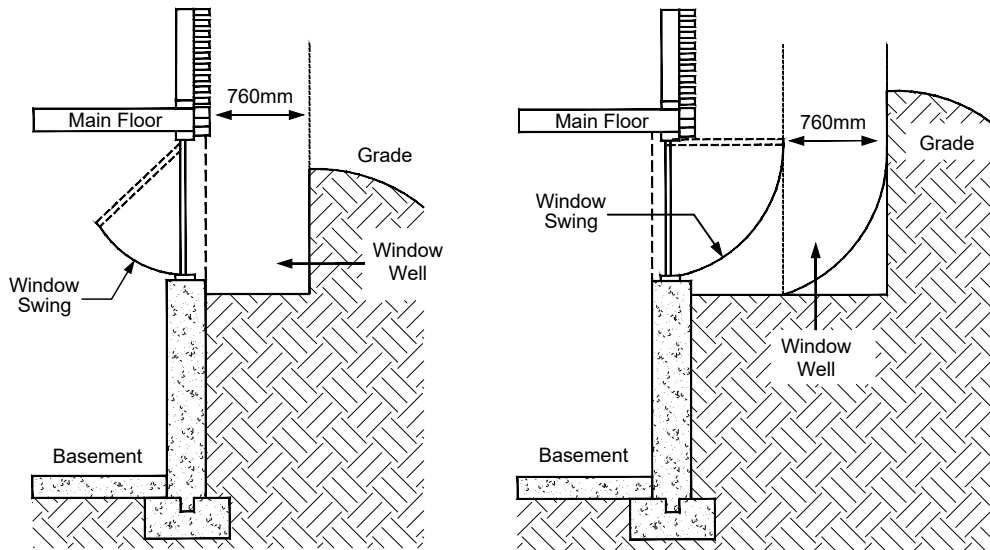


Figure 3 - Egress Windows

**Required Guards at windows (Sentences 9.8.8.1. (4 & 5))** – Windows that are less than 900mm above the finished floor OR more than 1800mm above the floor or ground on the other side of the window must be protected by a guard, or a mechanism that limits the openable portion of the window to not more than 100mm. This mechanism can include an operation that can only be released with the use of tools or special knowledge to allow the window to fully open.

**Spatial separations (Article 9.10.15.4)** - When new windows are planned, or when rough-openings for existing windows are to be changed, spatial calculations must be provided showing conformance to NBC. Windows are not permitted where the window is less than 1.2m from a property line (unless the property line is adjacent to a street or lane). The maximum allowable area of glazed openings (how many windows you can have on a building face) varies based on the area of the building face and the distance to the property line. Example: if a wall has a building face area of 30m<sup>2</sup> and is 1.2m from the property line, up to 7% of the wall can be glazed. If that wall was setback 1.5m from the property line, 9% glazing would be allowed.

## Windows: Alterations or new openings

If you are adding or changing the size of any windows, including windows in doors, the following additional information is required:

- length and height of wall (measured from grade to uppermost ceiling) (see Figure 4, Item 1)
- location and size of all existing windows on each wall with a new or altered window (see Figure 4, Item 2)
- an engineered design will be required for new windows openings or enlarged openings in the foundation as per Bylaw No. 2023-59, Subsection 36(1).
- distance to property line (measured perpendicular to wall face) (see Figure 4, Item 4)

## Sample Window Elevation

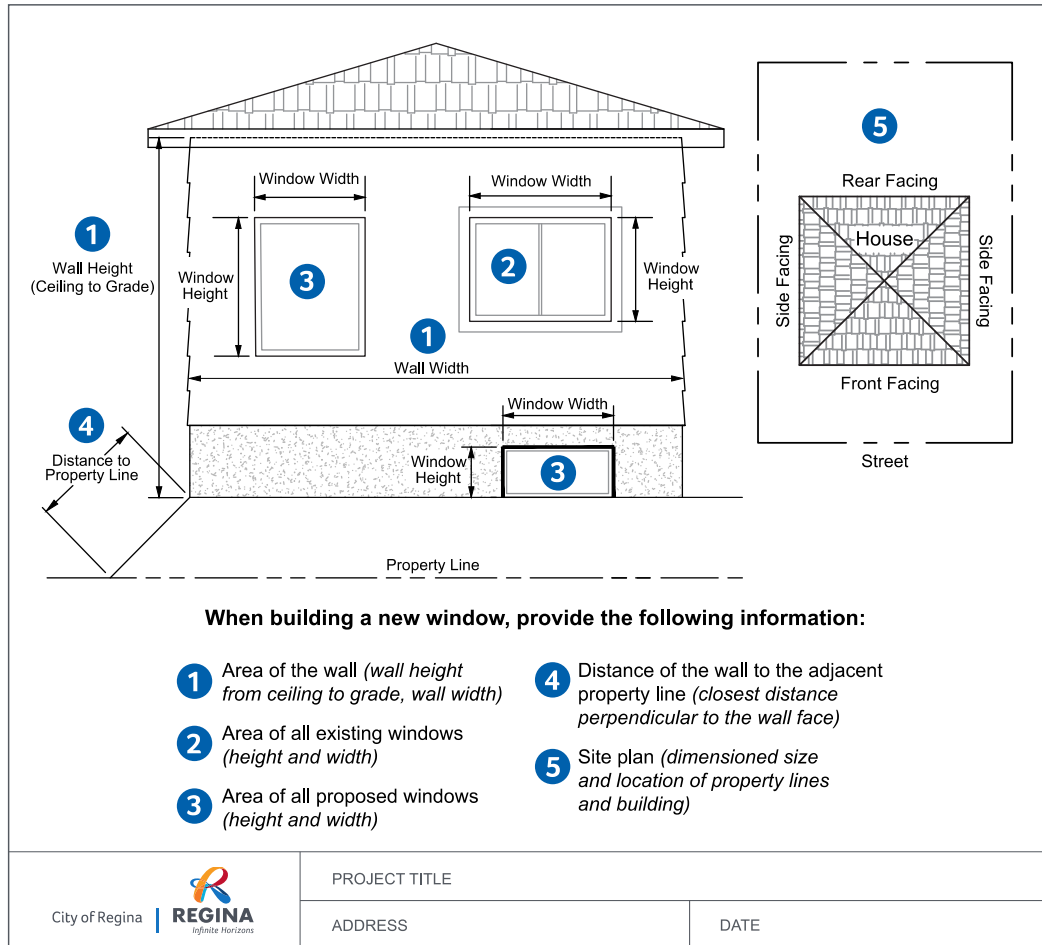


Figure 4 - Sample Window Elevation